ARTESIS PLANTIJN HOGESCHOOL ANTWERPEN

Education and Examination Regulations 2019-2020

School of Arts - Royal Conservatoire Antwerp

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1 Definitions

Art. 1.1 Definitions

1. Academic year
The period starting on Monday, the 16th of September 2019 and ending on Sunday, the 20th of September 2020.

2. Main subject
Differentiation in a programme curriculum of a bachelor or master programme with a study load of at least 30 credits.

3. Competency assessment
An assessment of a person's competencies, prior to issuing a certificate of aptitude. Artesis Plantijn University College Antwerp conducts these assessments in accordance with the procedures and regulations of the Antwerp University Association.
(http://www.auha.be/main.aspx?c=.AUHA&n=73629)

4. Scholarship student
A student receiving a scholarship from the Flemish Community, in accordance with the rules and regulations contained in the Flemish Decree of the 8th of June 2007 concerning study financing.

5. Scholarship rate student
A student who:
a) receives a scholarship from the Flemish Community, in accordance with the rules and regulations contained in the Flemish Decree of the 8th of June 2007 concerning study financing, or
b) fulfils the conditions set out in article 9 of the Flemish Decree of the 8th of June 2007 concerning study financing by the Flemish Community, and fulfils the financial criteria for study financing in the Flemish Community, or
c) is a citizen of a member state of the European Economic Area and fulfils the financial criteria for study financing in the Flemish Community, or
d) is a scholarship student of the Belgian Directorate-General for Development Cooperation, a scholarship student of Belgian Technical Cooperation (BTC) or a scholarship student in one of the Flemish Interuniversity Council's development cooperation programmes.

6. Certificate of aptitude
Proof that a student, based on previously acquired competencies or qualifications, has gained the competencies unique to
a) a bachelor level in higher professional education or academic education; or
b) a master level; or
c) a well-defined programme, course or cluster of courses.
This proof must be a document or registration.

7. Near-scholarship student
A student who is a citizen of a member state of the European Economic Area or fulfils the conditions set out in article 9 of the Flemish Decree of the 8th of June 2007 concerning study financing by the Flemish Community and who does not receive a scholarship from the Flemish Community, but whose

reference income exceeds the financial maximum determined in the rules and regulations concerning scholarships by a maximum of 3000 euros.
The amount of 3000 euros is indexed pursuant to article II.218 of the Flemish Higher Education Code of the 20th of December 2013.

8. Concordance table
Table indicating which courses from consecutive programme curricula in one single programme, or in a higher vocational education level 5 programme that has been converted, or in a Specific Teacher Training (SLO) that has been reformed, correspond to each other across multiple academic years.

9. Competency
Combination of knowledge, insights, skills, attitudes and values that enable a person to successfully complete a task or cluster of tasks.

10. Course component
A structured part of a course designated as such in the programme curriculum.

11. Credit certificate
Registered recognition of the fact that a student has acquired the competencies related to a course, as shown by an examination. The certificate indicates the number of credits acquired for the course.

12. Credit contract
A contract entered into by the University College Board and a student who enrols with a view to obtaining a credit certificate for one or more courses.

13. Partial examination
Any evaluation activity additional to other evaluation activities for a course or course component, which after weighting contributes to the final grade for a course or course component. The examination grade for a partial examination is called a partial grade.

14. Final examination grades
Examination grades definitively established by the person responsible for the course.

15. Deliberation
Process of consultation in the examination committee resulting in a decision, if necessary after a vote.

16. Additions for each School of Arts
Special regulations for each School of Arts additional to the general Education and Examination Regulations.

17. Diploma contract
A contract entered into by the University College Board and a student who enrols with a view to obtaining a degree or diploma for a programme or who enrols for a bridging programme, a preparatory programme or a postgraduate programme.

18. ECTS sheet
Sheet with essential information about a course or course component. ECTS stands for European Credit Transfer System.

19. Previously acquired competency (EVK: eerder verworven competentie)
The conglomerate of knowledge, insight, skills and attitudes acquired through learning processes not certified with a study certificate.

20. Previously acquired qualification (EVK: eerder verworven kwalificatie)
Any Belgian or foreign study certificate indicating that a formal learning route was completed successfully, whether or not within the regular education system, other than a credit certificate that was achieved with the institution and programme where the student wishes to have the qualification recognised.

21. Examination
Any evaluation of the extent to which students have achieved the competencies related to a course or course component based on their study.
An examination may consist of several partial examinations in different formats (written examinations, digital examinations, oral examinations, tests, assignments, continuous assessment, tasks, papers, presentations, etc.).

22. Examination decision
Any decision entailing a final assessment, whether or not resulting from deliberation, about a pass or fail for a course, for several courses in a programme or for a programme in its entirety.

23. Examination contract
A contract entered into by the University College Board and a student who enrols exclusively for taking examinations with a view to obtaining a degree or diploma for a programme or with a view to obtaining a credit certificate for one or more courses.

24. Examination jury
Committee put together by the authorised person of the School of Arts whose members have been proposed by the arts board or programme committee, and consisting of School of Arts teaching staff and/or external specialists in their field, whose task it is to administer an examination.

25. Examination period
Every academic year has two examination periods. The second examination period is the period when students may make use of their second examination opportunity per course (a so-called ‘resit’). Any examination series preceding the second make up the first examination period.

26. Examination series
A series of examinations closes the teaching period. During the first examination period, the university college organises several examination series. The number of examination series as well as their start and end dates are indicated on the calendar of each School of Arts.

27. Examination disciplinary decision
Any disciplinary measure imposed by the examination disciplinary committee following examination irregularities.

28. External student
Any student who is not enrolled at Artesis Plantijn University College Antwerp, but who can take part in teaching activities and examinations, based on a written agreement between Artesis Plantijn University College Antwerp and the institution where the student has enrolled, or in accordance with any exchange project stipulations.

29. Generation student
Any student who enrols for a higher vocational education programme or a professional or academic bachelor programme with a diploma contract for the first time in a particular academic year in Flemish higher education. A generation student's legal status applies for the entire academic year.

30. Degree
Title of Associate degree, Bachelor, Master or Doctor granted at the end of a programme upon formal graduation.

31. Degree of merit
Denominations of 'satisfactory', 'with distinction', 'with great distinction' and 'with the greatest distinction' upon graduation.

32. Latest date
The latest date students may drop a course with refunded study credit.

33. University college
Any institution offering higher education outside the university.

34. University College Board
Artesis Plantijn University College Antwerp's governing bodies.

35. Enrolled student
Any student fulfilling the requirements specified in article 10.1 below.

36. Individual route
Any study route deviating from the model route, i.e. a tailored study route.

37. Individual adjustments
Any supporting, compensating and dispensatory measures that may be related to teaching or examinations which students can make use of when the circumstances require them to do so.

38. Catch-up examination
Any examination that may be taken at a later time by students who could not take part in one or more examinations, subject to exceptional permission and under certain conditions.

39. Degree type
Any part of a programme's name indicating the specific orientation of a programme: professional or academic.

40. Study credit
The total amount of credits students can use during their study career to enrol in an initial bachelor or master programme under a diploma contract or in a course under a credit contract as specified in art. 8.1. Study credit evolves based on the number of credits students enrol for and the credits they acquire later.

41. Medical certificate
A medical certificate is the result of a medical examination of the student concerned, dated and signed by the physician on the day of the medical examination in question. The university college does not

accept medical certificates with a later date or patient declarations signed by the physician to authorise absences.

42. Model route
Any study route consisting of a pre-set programme curriculum for a programme clarifying how a student can obtain the diploma connected to the programme. Model routes distinguish in particular different route stages.

43. Ombudsperson
Any person appointed by the University College Board acting as a mediator between a student and one or more members of staff in disputes related to the application of the Education and Examination Regulations and/or a student's legal status or any acts or circumstances deemed unfair.

44. Teaching period
Any period during which a programme offers and completes a number of courses or course components. An examination series always follows a teaching period.

45. Programme
The structural unit of all education on offer at the university college. Successful completion entitles students to a diploma or certificate.

46. Programme characteristics
The profile identification elements of a programme, namely:
a) type of the degree granted at the end of the programme;
b) a specific main subject within a programme;
c) the study load.

47. Course
A distinctive part of any teaching or learning activities and examinations, directed towards achieving well-described competencies in terms of knowledge, insight, skills and attitudes. The number of credits tied to a course is at least three and is given in whole numbers.

48. Programme curriculum
A consistent set of teaching and learning activities directed at achieving well-described goals. These are competencies or competency components in terms of knowledge, insight, skills and attitudes which graduates of a particular programme and, where applicable, main subject and study route must master.

49. Force majeure
A force majeure event is an unforeseeable and unavoidable situation beyond the control of the person concerned which makes them unable to honour their obligations.

50. Council for Disputes Concerning Study Progress Decisions
'Raad voor betwistingen inzake studievoortgangsbeslissingen'
Hendrik Consciencegebouw
Koning Albert II-laan 15
1210 Brussels (Belgium)

51. Bridging programme
A programme imposed on a student wishing to enrol in a master programme on the basis of a professional bachelor.

52. Degree specification
Any addition of the words ‘of science’ or ‘of arts’ to a degree.

53. Student coach
The staff member of the programme or School of Arts who is responsible for coaching students within one or more of the following domains: study coaching, study advice, study choice coaching in case of (re)orienting, individual adjustments and psychosocial support.

54. Study efficiency
The ratio between the number of credits acquired at Artesis Plantijn University College Antwerp and the number of credits actually taken up in one academic year within one and the same programme, expressed in percentages. A student’s cumulative study efficiency is the same ratio, but calculated across all previous academic years within one and the same programme up to and including the most recent examination period. The university college does not include exemptions when calculating study efficiency.

55. Study load
The number of credits allocated to a course or programme.

56. Credit
An international unit, accepted by Belgium’s Flemish Community, corresponding to between 25 and 30 hours’ prescribed teaching, learning and evaluation activities. It is used to express the study load of each programme and each course.

57. Study time
The estimated time in hours an average student needs for the teaching, learning and evaluation activities of a programme and course in order to achieve the envisaged competencies.

58. Study route
The path taken by students through a programme. This can either be a model route or an individual route.

59. Study route coach
The staff member of the programme or School of Arts who supports students with compiling their study route and with applications for exemptions.

60. Study progress decision
The following are considered study progress decisions:
a) examination decisions: any decision entailing a final assessment, whether or not resulting from deliberation, about a pass or fail for a course, for several courses in a programme or for a programme in its entirety;
b) examination disciplinary decisions: any disciplinary measure imposed following examination irregularities;
c) granting certificates of aptitude, indicating that the student has achieved certain competencies based on previously acquired competencies or previously acquired qualifications;
d) granting exemptions: absolving the student from their obligation to take an examination for

a course or component of it;
e) decisions imposing bridging and/or preparatory programmes and specifying the required study load of such a programme;
f) imposing study progress monitoring measures, within the meaning of article II.246 of the Flemish Higher Education Code;
g) refusing to include a particular course in the contract in which the student who is following an individual route, has not previously enrolled;
h) decisions pertaining to the equivalence of a foreign higher education diploma to a Flemish one, pursuant to article II.256 of the Flemish Higher Education Code;
i) an individual decision concerning the refusal to enrol based on insufficient study credit or a study credit less than or equal to 0, if not the result of a general regulation.

61. Enrolment agreement (or 'contract educational programme' on the iBaMaFlex platform)
An agreement entered into by the University College Board and the student whereby the student enrols and accepts the general terms and conditions within the meaning of article II.237 of the Flemish Higher Education Code of the 20th of December 2013.

62. Route stage
A described and fixed part of a programme according to the model route, consisting of a predetermined number of credits.

63. Person responsible for a course
The person who is responsible for the pedagogical and organisational, content and teaching activities of a course.

64. Acquired credits
Credits related to courses which students have enrolled in and received a credit certificate for.

65. Flemish educational leave
Flemish educational leave is a framework for individual educational leave. It is defined as the right granted to employees in the private sector who follow certain programmes, to be absent from work while keeping their usual wages. The system of Flemish educational leave replaces the framework for paid educational leave from the 1st of September 2019.

66. Sequencing of a course
The rules set by the University College Board related to having followed or passed a course before students can take an examination for another course.

67. Preparatory programme
A programme that may be imposed on students without a diploma granting direct admission to the programme they wish to enrol in.

68. Exemption
Absolving students from the obligation to take an examination for a course or component of it. Students who have obtained exemptions do not get examination grades. Exemptions may be granted based on one or more study certificates or a certificate of aptitude obtained elsewhere.

69. Working day

Every day except for Saturdays, Sundays, public holidays, the 11th of July, the 2nd of November and days on which the whole university college is closed, as specified in the general academic calendar of the university college.

70. Working student

Any student fulfilling the conditions below in accordance with the Flemish Decree concerning financing the functioning of the universities and university colleges in Flanders:

a) they hold proof of employment under contract for at least 80 hours per month, or they hold proof of insured unemployment and the programme is part of a job trajectory proposed by a regional job placement service;
b) they do not yet hold a diploma for the second cycle in higher education or a master's diploma.
c) they are enrolled in a study route with specific teaching and learning forms and particular modalities in terms of support and range on offer, recorded as such in the Flemish Higher Education Register.

2 Introduction

Art. 2.1 Education and Examination Regulations

Artesis Plantijn University College Antwerp's Education and Examination Regulations consist of a generally applicable part to which each School of Arts may add specific rules and regulations of its own. The appendices that are included with the Education and Examination Regulations constitute an integral part of these regulations.

The University College Board publishes the Education and Examination Regulations on the public website of Artesis Plantijn University College Antwerp, from the opening of the registration period for a new academic year. Students can request a printed version at the secretariat of the School of Arts.

Art. 2.2 Legislation

The Education and Examination Regulations and the additions for each School of Arts to the general Education and Examination Regulations are drawn up in application of the stipulations in the Flemish Higher Education Code of the 20th of December 2013.

Art. 2.3 Area of application

The Education and Examination Regulations apply to all bachelor programmes, master programmes, preparatory programmes, bridging programmes, postgraduate programmes and the programmes currently being phased out of the Specific Teacher Training (SLO) organised by the Schools of Arts of the Artesis Plantijn University College Antwerp during the 2019-2020 academic year, including the artistic entrance examinations for the 2020-2021 academic year.

The organisation of the associate degree of Education: Secondary Education: Teacher of Dance on the one hand and the shortened route of the bachelor of Education: Secondary Education for holders of a bachelor's diploma in Music and Performing Arts on the other hand, is done in collaboration with the Royal Conservatoire Antwerp. This means, among other things, that these routes are followed at the Royal Conservatoire Antwerp. For that reason, these Education and Examination Regulations of the Schools of Arts of the Artesis Plantijn University College Antwerp apply to these routes.

Art. 2.4 Effective date

The present regulations will take effect on the day following their approval by the Supervisory Board.

3 Programme curriculum and study load

Art. 3.1 Programme curriculum

§1 Before the 1st of May, the School of Arts' Council must determine the programme curriculum for each programme within the School of Arts and decide which unit of teaching and learning activities is coupled with an examination or a partial examination.

§2 The programme curriculum is part of the additions for each School of Arts to the Education and Examination Regulations and can be consulted at http://ects.ap.be.

Art. 3.2 Provisions relating to programmes and courses

The School of Arts' Council will determine for each programme:

- the degree it leads to, the degree type and, if applicable, the degree specification;
- its contents and aims, the programme curriculum and its division into model routes and courses;
- if applicable, its main subjects and choice or differentiation packages;
- the sequencing of its various courses;
- if applicable, specific prior education requirements and additional conditions for admission, including conditions for students to enrol if they do not fulfil general prior education requirements;
- its study load in whole-number credits;
- its teaching language;
- the conditions for students to follow courses and take examinations for them in other institutions for higher education in Belgium or abroad;
- regulations regarding the organisation of information sessions for first-time students.

The School of Arts' Council will determine for each course (or course component):

- if applicable, the starting competencies;
- the end competencies of the course (nature, content, profile);
- the way it will be evaluated;
- the time of evaluation;
- its study load in whole-number credits;
- its teaching language.

The School of Arts will make the ECTS sheets for its programmes available to students at the latest on the 1st of September 2019.
All ECTS sheets are an integral part of the additions for each School of Arts to the Education and Examination Regulations and are published on http://ects.ap.be.

Art. 3.3 Determining the number of credits

Each programme achieves its competencies through its courses. The number of credits a programme allocates to one of its courses is always at least 3 and indicated in whole numbers, reflecting the estimated study time needed for obtaining the course's envisaged competencies.
One credit stands for 25 to 30 hours of study time. A course's ECTS sheet includes the number of credits.

Art. 3.4 Changes to the programme curriculum

§1 If a programme of the School of Arts changes its programme curriculum, the School of Arts' Council must put together a concordance table for each programme curriculum before the 1st of May.

§2 A student who has, by the academic year 2018-2019, acquired at least fifteen credits in a Specific Teacher Training (SLO) organised by a centre for adult education of the higher vocational education level 5 Artesis Plantijn - Antwerp Maritime Academy partnership or by the Artesis Plantijn University College Antwerp itself, has the right to finish that programme up to the academic year 2020-2021.

Art. 3.5 Following courses in other programmes in the same institution or in different institutions in Belgium or abroad

§1 Students can submit a motivated request to the authorised person of the School of Arts to substitute courses in their study route with other ones from different programmes **in the institution they are studying at or in any other universities or university colleges in Belgium or abroad** and take examinations in them.
The course the student wishes to follow in a different institution that is part of the Antwerp University Association must not feature in their own programme curriculum, except in cases where this is specifically permitted by the cooperation agreement with the institution concerned in the Association.

The admissions committee will decide whether to approve this request, considering the criteria below:

a) how the aims of the substituting course correspond to the programme's aims;
b) the study load of the course;
c) the sequencing of the course.

§2 If students submit a request to substitute certain courses in their study route with others from a programme at **an institution abroad**, the admissions committee will consider the additional criterion below when evaluating the request:

a) During their programme, the student has already accumulated credits or has been granted exemptions for at least 60 credits in total.

If approved, the student may attend their proposed substitute courses elsewhere and take an examination for them. In this case, the admissions committee must also indicate how the examination results for the substitute courses will be included in the diploma (academic recognition). Unless the admissions committee decides otherwise, the number of credits for the substitute course corresponds to the number of credits for the substituted course.

The examination grades achieved for courses in other programmes at students' own institutions or at other institutions in Belgium or abroad will be announced in the publication of the final examination grades through the individual report in iBaMaFlex in accordance with art. 17.2:

a) A student whose examination results are not communicated in time will get 0 out of 20 for the course concerned.
   - If this happens during the first examination period, students will be referred to the second examination period where late examination results from the first examination period are processed.
   - If this happens during the second examination period, students will be referred to the next academic year.
b) If there is no second examination period for a course in the other programme/at the other education institution, and students do not pass the course in the first examination period, they must follow the substitute course(s) and take examinations for the substitute course(s) at their

own institution the next academic year. Details in relation to this will be included in the diploma supplement in an appropriate manner.

c) If students do not pass in the second examination period, they must follow and take examinations for the substitute course(s) at their own institution the next academic year.

§3 If a student has obtained permission to substitute courses in their study route with others from a programme at an institution abroad, they must establish together with the authorised person of the School of Arts which courses in their programme they will substitute and record this in their enrolment agreement before they leave. Both of them must sign this agreement before the student leaves for their guest institution.

A learning agreement is an agreement between a student, the University College Board and the guest institution abroad stipulating which courses at their own institution the student will substitute with courses from their guest institution's programme curriculum and how many ECTS credits they will obtain. Learning agreements must be in order and signed by all parties concerned before the student starts studying at their guest institution.

If it is found that the learning agreement must be changed after the student has arrived, these changes must be finalised and approved by the three parties within five weeks after the start of the student's studies or internship abroad.

4 Language regulations

Art. 4.1 Teaching language

§1 Initial associate degrees, bachelor and master programmes in Dutch

Classes of the initial associate degrees, bachelor and master programmes at the Artesis Plantijn University College Antwerp are taught in Dutch.

The Dean of the School of Arts may decide to deviate from this rule and offer students the chance or allow them to follow courses in a different language, within Dutch-language programmes. This may be the case for:

a) foreign language courses which are taught in the language concerned;
b) courses taught by foreign guest lecturers;
c) courses taught in a foreign language that students attend at a different institution for higher education;
d) courses for which the Dean of the School of Arts has demonstrated in detail that teaching them in a different language makes the programme more useful and will provide students and the associated professional field with added value; in this case, the university college must ensure that lecturers have mastered the teaching language to an adequate level;

The Dean of the School of Arts provides the School of Arts' Council at the latest on the 1st of September with a detailed overview of the courses above-mentioned in b) and d) that will be taught in a language other than Dutch the next academic year.

The teaching language is indicated in the course's ECTS sheet.

Within a Dutch-language programme, students have the right to take the examination for a course with a different teaching language than Dutch in Dutch, provided that no equivalent course in Dutch is offered in the study programme concerned. However, this does not apply to examinations of foreign

language courses and to courses students attend at a different institution for higher education. Students can make use of this right by submitting a request to the head of programme, at least 10 working days before the first day of the examination series concerned.
For examinations organised outside of an examination series, students must file an application with the head of programme at least 10 working days before the examination day.

§2 Initial bachelor or master programmes in a foreign language
The Artesis Plantijn University College Antwerp can offer initial bachelor and master programmes in a foreign language when these programmes are specifically prepared for foreign students or when the added value for the students and the professional field and the functionality for the programme can be properly proved. The university college can only offer an initial bachelor or master programme in a foreign language if an equivalent programme in Dutch is offered in the Flemish Community, unless the university college is granted an exemption from this equivalence condition.

For international students, the Schools of Arts of the Artesis Plantijn University College Antwerp offer a bachelor and master in Visual Arts, a master in Music, and a master in Dance in English.

The teaching language is indicated in the course's ECTS sheet.

§3 Continuation courses
The Artesis Plantijn University College Antwerp is free to determine the teaching language for the advanced bachelor programmes, the advanced master programmes, postgraduate programmes, and the educational and other study activities organised as part of permanent education for extra training.

Classes of the Specific Teacher Training (SLO) that are being phased out, are taught in Dutch.

The teaching language is indicated in the course's ECTS sheet.

Art. 4.2 Language support measures

The university college provides the opportunity for students who follow an initial associate degree, bachelor or master programme with courses in a foreign language or an initial bachelor or master programme in a foreign language, to test their skills in the language concerned.

The university college provides language support measures in the programme curriculum of initial associate degree, bachelor or master programmes with courses in a foreign language and in the programme curriculum of initial bachelor or master programmes in a foreign language. Such measures may include:

- Foreign language courses as part of a package of mandatory courses or as a mandatory optional subject;
- Language support measures integrated in courses taught in a foreign language. These measures involve active support for students and are therefore easily recognisable within the course. To avoid a heavier study load, courses may for example be provided with further explanations in Dutch, professional vocabulary lists may be provided, students may make use of a dictionary or literature in a foreign language, etc.

Deviations from this condition are possible in the following circumstances
1. When in the case of a master programme the language support measures are offered in the preceding bachelor programme;
2. When in the case of a master programme the language support measures are offered in the preparatory programme or in the bridging programme.

Art. 4.3 Language requirements for enrolment

The Artesis Plantijn University College Antwerp can determine language requirements for enrolment in a programme in Dutch or in English. The language requirements for enrolment set by the Artesis Plantijn University College can be found in art. 7.6.

5 Structure of the academic year

Art. 5.1 Division into teaching periods

The University College Board determines the teaching periods for each programme on the recommendation of the School of Arts' Council, opting for a system by year, semesters or modules. The University College Board must make changes to the existing structure before the 1st of March prior to the start of the academic year concerned.

Art. 5.2 Academic calendar

The academic year begins on Monday, the 16th of September 2019.

Every year, the University College Board fixes the students' academic calendar with the following periods:

1. days for teaching activities;
2. the autumn, Christmas, spring, Easter and summer holidays;
3. other statutory holidays;
4. periods reserved for examination series and examination periods;
5. periods reserved for study leave, if applicable;
6. the latest dates for withdrawal with refunded study credit if students finish their programme early;
7. the latest date for enrolment;
8. the latest date for dropping credits with reimbursement of tuition fees and study-related cost contributions.

Every year, the University College Board attaches the academic calendar, including the calendar for each School of Arts, as an appendix to the Education and Examination Regulations. The University College Board may change the beginning and end dates of the academic year on motivated grounds and with a well-described scope.

Art. 5.3 Information sessions

Each School of Arts offers information sessions for its first-time students during the month of September. As part of these sessions, the Schools of Arts provide new students with information about the programme they have chosen and all its facets.

6 Admissions committee

Art. 6.1 Creation

The Dean of the School of Arts forms one or more admissions committees for the School of Arts.

Art. 6.2 Composition and deliberation

Each admissions committee consists of the following voting members:

- the Dean of the School of Arts, or the person appointed as such by the Dean of the School of Arts, is chairperson of the admissions committee;
- at least two members of the teaching staff, one of whom belongs to the programme candidates are applying for.

The admissions committee(s) may only validly deliberate if a simple majority of voting members is present. All decisions are preferably taken by consensus. If no consensus can be reached amongst the voting members, the chairperson must proceed to a vote. Decisions are taken by simple majority. The chairperson has a casting vote in case of a tie.
The student coach, the study route coach and/or ombudsperson may attend the deliberations of the admissions committee as non-voting members upon their own request, upon the chairperson's request or upon the student's request.
The secretary of the admissions committee, appointed by the Dean of the School of Arts, is also a non-voting member.
The additions for each School of Arts to the Education and Examination Regulations must contain the composition of admissions committee(s) for each School of Arts.

The admissions committee's chairperson signs the decision, that will be kept in the student's file. If this decision involves a refusal of the student's application or request, the decision will be motivated. If an ombudsperson explicitly requests this, the ombudsperson's comments concerning certain complaints and decisions are added to the student's file.

Additions for the Royal Conservatoire Antwerp
For all the programmes at the Royal Conservatoire Antwerp, the admissions committee consists of:
- the chairperson: Dean of the School of Arts (if not available, the head of the administrative department of the School of Arts);
- other voting members:
    - the head of programme of the Educational master in Music & Performing Arts: Dance, Drama, and Music;
    - the head of programme in Drama;
    - the head of programme in Dance;
    - the head of programme in Classical Music;
    - the head of programme in Jazz Music.
- non-voting members:
    - the student coach and/or study route coach;
    - the ombudsperson.
- the secretary: head of the administrative department of the School of Arts.

Art. 6.3 Authorisations

The admissions committees are authorised to make the following decisions:

a) grant permission to enrol to candidate-students holding a diploma or certificate from a country outside the European Union that gives access to university education in that country, but for which a Belgian act, a Flemish Decree, a European guideline or international agreement are lacking concerning the equivalence of the diploma or certificate to a Flemish one;
b) grant permission to enrol to candidate-students who have not fulfilled/completed:
    - the additional conditions from the School of Arts;
    - the preparatory programme;
    - the bridging programme;

imposed for admission to a programme;
c) grant permission to enrol to students without an academic bachelor's diploma at the moment they wish to enrol in a master programme at the School of Arts (art. 7.4.1);
d) process applications for enrolment after the 31st of October (art. 10.1);
e) process applications for changes to the content of enrolment agreements (art. 11.6);
f) process applications for changes to contract types (art. 11.5);
g) process applications to follow courses at another institution for higher education in Belgium or abroad (art. 3.5);
h) process applications for individual study routes from newly enrolling students, process applications for individual study routes in case of enrolment under a diploma contract deviating from the rules specified in article 11.3, and determining the content and study load of any individual bridging or preparatory programmes (art. 11.3);
i) process applications for exemptions (art. 10.4 up to and including art. 10.6);
j) impose measures for study progress monitoring, as described in art. 13.1;
k) process applications for individual adjustments (art. 10.7).

7 Admission requirements

Art. 7.1 Admission requirements for the associate degree of Education: Secondary Education: Teacher of Dance

To be admitted to the associate degree of Education: Secondary Education: Teacher of Dance, candidate-students must have passed the artistic entrance examination organised by Artesis Plantijn University College Antwerp, and must be able to demonstrate five years of useful experience as a professional dancer in a recognised company.

Additions for the Royal Conservatoire Antwerp
§1 The full procedure for participation in the artistic entrance examination and for demonstration of the necessary useful experience as a professional dancer to be considered for admission to the associate degree of Education: Secondary Education: Teacher of Dance, can be found at https://www.ap-arts.be/opleiding/educatieve-opleidingen-dans/inschrijven/graduaat/toelating.

§2 In accordance with the decision of the Flemish Government regarding access to and organization of the associate degree of Education: Secondary education of 5 April 2019, a candidate-student can appeal against a decision that implies a refusal to admit the candidate-student to the associate degree of Education: Secondary Education: Teacher of Dance. The appeal must be submitted in writing by registered and individually signed letter addressed to the Principal within 5 calendar days starting on the day of the written notification of the decision. The Principal will take a decision within 5 calendar days of receipt of the appeal. If the appeal is declared admissible and well-founded, the file is immediately sent to the authorised person(s) of the School of Arts for a final decision within 14 calendar days counting from the date the appeal was filed. This final decision is sent to the student and the Principal.

Art. 7.2 Admission requirements for bachelor programmes

7.2.1 General admission requirements for bachelor programmes

The general admission requirement to enrol in a bachelor programme is that the candidate-student must hold one of the following:
a) a secondary education diploma from the Flemish Community;
b) a higher education diploma short cycle with complete curriculum;

c) a diploma from social promotion higher education from the Flemish Community, except certificates of Pedagogical Aptitude;
d) a Higher Vocational Education diploma or certificate from the Flemish Community;
e) any study certificate recognised as equivalent to one of the abovementioned diplomas, pursuant to any legal norm, European guideline or any other international agreement.

These include, amongst others, the study certificates below:

Belgian study certificates:

- a secondary education diploma from the French or German Communities in Belgium;
- a certificate of additional secondary vocational education ('aanvullend secundair beroepsonderwijs');
- a first prize diploma from any music conservatoire or the Lemmensinstituut, except for a first prize diploma in solfège;
- a diploma in technical engineering;
- a higher musical education diploma first grade with complete curriculum from a conservatoire;
- a diploma from a higher technical school third grade;
- any certificate showing that the student has passed at least two years with complete curriculum in a programme leading to a diploma in higher art education with complete curriculum of the second grade, any higher art education diploma with complete curriculum of the third grade, any higher technical education diploma of the third grade or any diploma in interior design;
- any certificate showing the student has passed at least two years in one single direction of programme in higher social promotion education or higher vocational education level 5 or any (module) certificate(s) from one single direction of programme in higher vocational education level 5 showing the student has passed with at least 2/3 of the total number of contact hours;
- a bachelor's diploma or equivalent;
- a master's diploma or equivalent;
- a Belgian candidate diploma or equivalent.

Foreign study certificates:

- a European 'Baccalaureate diploma' from one of the European schools in Belgium or abroad;
- an International Baccalaureate Diploma from the International Baccalaureate Office in Geneva, Switzerland;
- a Luxembourgish 'diplôme de fin d'études secondaires' or 'diplôme de fin d'études secondaires techniques';
- a Dutch or Surinamese 'VWO' diploma ('Voorbereidend Wetenschappelijk Onderwijs');
- a Dutch 'MBO' diploma ('Middelbaar Beroepsonderwijs') qualification level 4; this diploma only grants admission to the professional bachelor in Dance, so not for the academic bachelor programmes in the Schools of Arts;
- a Dutch propaedeutic diploma ('Getuigschrift van met goed gevolg afgelegd propedeutisch examen');
- a Dutch higher vocational education final diploma with complete curriculum;
- a French Baccalaureate diploma with a minimum grade of 10/20;
- a German 'Abitur' diploma ('Allgemeine Hochschulreife/Abitur');
- a British 'General Certificate of Secondary Education' diploma in 3 courses with grade A*, A, B or C, and 'General Certificate of Education' with 2 courses at advanced level (A-level) in 5 different courses;
- an American High School Diploma with a record of transcript including at least 4 advanced placements;

- a diploma issued by NATO's SHAPE School;
- a foreign diploma declared equivalent by NARIC Flanders with one of the Flemish study certificates that are included under the general admission requirements;
- a diploma with a certificate that declares that, with this diploma, the student is admitted to academic studies in the country in which this diploma was issued, if this country has ratified the Lisbon Recognition Convention (LRC);
- any bachelor's diploma from an accredited institution from the ENIC-NARIC network;
- any master's diploma from an accredited institution from the ENIC-NARIC network.

If there is no recognition as described in item e), the admissions committee may give candidate-students permission to enrol for a bachelor programme if they have obtained a diploma or certificate in a country outside the European Union that gives access to a bachelor's programme in that country, comparable to a Flemish bachelor programme and on the condition that the diploma or certificate in question passes the authenticity check. In this case, candidate-students must file an application with the admissions committee (art. 6.1 until art. 6.3 inclusive). Candidate-students must file the application with the secretariat of the School of Arts at the latest on the 15th of October of the academic year for which they wish to enrol.

The application must contain the following documents:

a) a copy of the diploma concerned; if it was obtained outside the EU, it must be certified;
b) a certified Dutch translation issued by a sworn translator, unless originally in English, French, or German;
c) if the diploma of higher education was obtained outside of the European Union: a declaration from the embassy or consulate of the candidate's country stating that with this diploma, they are admitted to a bachelor programme in the country where they obtained the diploma, unless the diploma itself contains such declaration.

The submitted file will be examined by the admissions committee. Candidate-students will be notified of the decision in writing.

7.2.2 Deviant admission requirements for bachelor programmes

Pursuant to art. II.179 of the Flemish Higher Education Code of the 20th of December 2013, Artesis Plantijn University College Antwerp applies the procedure and regulations for deviant admission requirements of the Antwerp University Association (www.auha.be/pAT).

Additions for the Royal Conservatoire Antwerp

Promising young musicians who do not yet have a secondary education diploma but have reached the final level of part-time art education may enrol at the Royal Conservatoire Antwerp if they meet the deviant admission requirements. The detailed procedure to be considered for admission to the bachelor in Music under deviating conditions can be found at www.ap-arts.be.

7.2.3 Admission requirements for shortened bachelor programme curricula

The additions for each School of Arts to the Education and Examination Regulations describe the admission requirements for the shortened programmes set up within the bachelor programmes.

Additions for the Royal Conservatoire Antwerp

In order to be admitted to the shortened programme of the bachelor of Education: Secondary Education that is organised in collaboration with the Royal Conservatoire Antwerp, the candidate must hold a bachelor degree in Music and Performing Arts.
When enrolling for the first time for the bachelor of Education: Secondary Education, candidates

must also present a proof of participation in the mandatory, non-binding entrance examination. This entrance examination is imposed by the Flemish Government and is organised by the Flemish Council of Universities of Applied Sciences and Arts. Candidates can take the entrance examination free of charge via www.onderwijskiezer.be.

After taking the entrance examination that has been made available for registration in the academic year for which the student wants to register, the student will receive proof of participation. The proof of participation is valid for one academic year. The student must submit this proof to the secretariat of the Royal Conservatoire Antwerp at the time of enrolment or at the latest 14 days after enrolment. If the student cannot submit proof of participation at the latest 14 days after enrolment, the university college will cancel the student's enrolment. All contributions already paid (tuition fees and study-related costs) will be reimbursed (minus 100 euro administration costs).

All students who want to start the bachelor of Education must be able to present a valid proof of participation, other than in the following two situations:
A student does not need to take a new entrance examination to obtain a valid proof of participation if he already has taken an entrance examination in the past, and:

- after being enrolled in another institution, transfers to the same bachelor programme of Education at AP University College Antwerp and enrols for it;

OR

- after being enrolled for the bachelor programme of Education: Primary Education at AP University College Antwerp or at another institution, transfers to another bachelor programme of Education at AP University College Antwerp.

Art. 7.3 Admission requirements for advanced bachelor programmes

The Schools of Arts do not offer advanced bachelor programmes.

Art. 7.4 Admission requirements for master programmes

7.4.1 General admission requirements for master programmes

§1 The general admission requirement to enrol in a master programme or an Educational master programme in Arts is that the candidate-student must hold an academic bachelor's diploma. The additions for each School of Arts to the Education and Examination Regulations describe what previous programmes (degree, qualification and main subject) grant access to a master programme, if necessary with additional requirements.

The Schools of Arts' Council determines the nature and load of any preparatory or bridging programmes.
For master programmes in Visual Arts and Drama and Music, the Schools of Arts' Council will take the diagram below into account when determining and establishing bridging and master programmes for holders of a diploma from a department of higher art education of the 1st or 2nd degree:

	Audiovisual and Visual Arts	**Music**	**Drama**
Holders of a 1st grade diploma of a department of higher art	- bridging programme of 45 credits - master programme of 60 credits	- bridging programme of 30 credits - master programme of 90 credits	- bridging programme of 30 credits - master programme of 60 credits

education			
Holders of a 2nd grade diploma of a department of higher art education	- master programme of 60 credits	- master programme of 45 credits	- master programme of 60 credits

Additions for the Royal Conservatoire Antwerp

1. Direct admission to the master in Music and the Educational master in Music & Performing Arts, main subject Music is granted to candidates with the following qualifications:

- an academic bachelor's diploma in Music, main subject Instrumental/Vocal Studies grants direct admission to the master in Music, main subject Instrumental/Vocal Studies with a corresponding instrument or to the Educational master in Music & Performing Arts, main subject Music – option Instrumental/Vocal Studies with a corresponding instrument;
- an academic bachelor's diploma in Music, main subject Music Theory/Composition grants direct admission to the master in Music, main subject Composition or to the Educational master in Music & Performing Arts, main subject Music – option Composition;
- an academic bachelor's diploma in Music, main subject Jazz/Popular Music grants direct admission to the master in Music, main subject Jazz/Popular Music or to the Educational master in Music & Performing Arts, main subject Music - option Jazz/Popular Music.

2. Admission to master in Music and the Educational master in Music & Performing Arts, main subject Music is granted to candidates with the following qualifications, with additional requirements:

- an academic bachelor's diploma in Music with a specific main subject grants admission to the master in Music with a different main subject from that mentioned in 1. and to the Educational master in Music & Performing Arts with an option that differs from the bachelor's diploma, after screening of the competencies needed to begin the programme, based on the following criteria: study load, credits, learning content and end competencies of the bachelor programme concerned and on the condition that the student follows an individual preparatory programme;
- a specific professional bachelor diploma, on the condition that the student passes a bridging programme:
  a. bridging programme Composition:
  between professional bachelor Composition, professional bachelor Instrumental/Vocal Studies or professional bachelor Jazz/Popular Music and master of Music, main subject Composition or the Educational master in Music & Performing Arts, main subject Music option Composition
  b. bridging programme Instrumental:
  between professional bachelor Instrumental and master of Music, main subject Instrumental /Vocal Studies with corresponding instrument or the Educational master in Music & Performing Arts, main subject Music – option Instrumental/Vocal Studies with corresponding instrument
  c. bridging programme Jazz/Popular Music:
  between professional bachelor Jazz/Popular Music or professional bachelor Pop and Rock Music and master of Music, main subject Jazz/Popular Music or the Educational master in Music & Performing Arts, main subject Music – option Jazz/Popular Music
  d. bridging programme Conducting:

between professional bachelor Conducting, professional bachelor Composition, professional bachelor Music Theory, professional bachelor Musical or professional bachelor Instrumental/Vocal Studies and master of Music, main subject Conducting or the Educational master in Music & Performing Arts, main subject Music - option Conducting

e. bridging programme Vocal:

between professional bachelor Vocal Studies and master of Music, main subject Instrumental/Vocal Studies - Vocal studies or the Educational master in Music & Performing Arts, main subject Music – option Instrumental/Vocal Studies - Vocal Studies

3. Direct admission to master in Drama and the Educational master in Music & Performing Arts, main subject Drama is granted to candidates with the following qualification:

- an academic bachelor's diploma in Drama, main subject Acting grants direct admission to the master in Drama, main subject Acting or to the Educational master in Music & Performing Arts, main subject Drama – option Acting;
- an academic bachelor's diploma in Drama, main subject Music creation and performance art grants direct admission to the master in Drama, main subject Music creation and performance art or to the Educational master in Music & Performing Arts, main subject Drama – option Music creation and performance art;
- an academic bachelor's diploma in Drama, main subject Media, writing and performance art grants direct admission to the master in Drama, main subject Media, writing and performance art or to the Educational master in Music & Performing Arts, main subject Drama – option Media, writing and performance art;

4. Admission to the master in Dance and the Educational master in Music & Performing Arts, main subject Dance is granted to candidates with the following qualifications:

- a professional bachelor's diploma in Dance or in Performing Arts, on condition the student passes the artistic entrance examination and follows a bridging programme,
- an academic bachelor's diploma in Performing Arts, on condition the student passes the artistic entrance examination and follows a preparatory programme.

5. Students who have not yet obtained a bachelor's diploma granting direct admission to a master programme can only enrol if:

- they have obtained at least 150 out of the 180 credits of their initial bachelor programme of which the diploma grants direct admission to the master programme;
- they file an application with the admissions committee to that end;
- their application is included in the application for an individual study route.

The admissions committee can deviate from these rules if it motivates its decision and in the following cases:

- extraordinarily talented students who have obtained a deviation from the general admission requirements, as described in art. 7.2;
- students who have lagged behind in terms of the competencies required for some courses during any of their previous programmes;
- for the sake of pedagogical continuity.

Students can only pass the master programme if they have passed the required bachelor programme and any necessary preparatory or bridging programme.

The full admissions procedure for programmes at the Royal Conservatoire Antwerp can be found on the website www.ap-arts.be.

§2 The general admission requirement to enrol in the consecutive route of an Educational master programme in Arts is that the candidate-student must hold a master's diploma of the corresponding programme in the study area to which the Educational master programme in Arts belongs. The additions for each School of Arts to the Education and Examination Regulations describe which previous programme (degree, qualification and main subject) grants access to the consecutive route of an Educational master programme in Arts.

Additions for the Royal Conservatoire Antwerp
The Royal Conservatoire Antwerp does not offer a consecutive route.

7.4.2 Admission requirements for shortened programmes of the Educational master programmes in Arts

The additions for each School of Arts to the Education and Examination Regulations describe the admission requirements for the shortened programmes set up within the Educational master programmes in Arts.

Additions for the Royal Conservatoire Antwerp
A diploma of the master in Music or Drama grants direct admission to a shortened programme of the Educational master in Music & Performing Arts, with respectively the main subject Music or Drama with an option (and if applicable: instrument) that corresponds with the main subject of the master's diploma.
A diploma of the master in Dance grants direct admission to a shortened programme of the Educational master in Music & Performing Arts, with main subject Dance.

Art. 7.5 Admission requirements for postgraduate programmes

The additions for each School of Arts to the Education and Examination Regulations determine the admission requirements for each postgraduate programme.

Additions for the Royal Conservatoire Antwerp
The Royal Conservatoire Antwerp offers the following postgraduate programmes:
- postgraduate in Music - Composition;
- postgraduate in Music - Concert Soloist: Instrumental;
- postgraduate in Music - Concert Soloist: Vocal;
- postgraduate in Music - Jazz;
- postgraduate in Music - Chamber Music;
- postgraduate in Music - Guidance and Coaching;
- postgraduate in Music - Orchestral Instrument;
- postgraduate in Music - Suzuki Method for Strings ESA 1-3;
- postgraduate in Music - Suzuki Method for Strings ESA 4-5;
- postgraduate in Music - Conducting Children and Youth Choirs.

Candidate-students must:
1. hold a bachelor's or master's diploma in Music or equivalent. For the postgraduate in Music – Conducting Children and Youth Choirs, any bachelor's diploma suffices.
2. pass an exploratory entrance exam on the basis of which a jury will test whether the candidate has the necessary artistic competencies to take up the programme.

Art. 7.6 Language requirements

§1 Language requirements for programmes in Dutch

In case of first enrolment, under whichever contract type, for the following programmes:

- associate degree of Education: Secondary Education: Teacher of Dance,
- the shortened programme of the bachelor of Education: Secondary Education for holders of a bachelor's diploma in Music and Performing Arts,
- the academic bachelor and master programmes in Visual Arts,
- the academic bachelor and master programmes in Drama,
- the Educational master in Music & Performing Arts or
- the Educational master in Visual & Audiovisual Arts: Visual Arts,

candidate-students must prove they have sufficient knowledge of the Dutch language:

- by submitting a certificate of at least one successfully completed year in Dutch-language secondary education;
- by submitting a pass certificate in a programme or in one or more courses in Dutch-language higher education, with a total study load of at least 60 credits, or
- by submitting a pass certificate for the Interuniversity Dutch Language Test for Foreign Language Speakers ('Interuniversitaire Taaltest Nederlands voor Anderstaligen – ITNA') or for the Dutch state examination NT2 II, or a different certificate from a centre for adult education or a recognised language centre.

The Interuniversity Dutch Language Test for Foreign Language Speakers was developed by the language centres of four Flemish universities. The language test is conducted by Linguapolis, among others: https://www.uantwerpen.be/en/centres/linguapolis/.

The Dutch language level required is determined in accordance with the Common European Framework of Reference (CEFR) and is level B2 for all the above-mentioned programmes.

§2 Language requirements for programmes in English

In case of first enrolment for the academic bachelor and master programmes in Visual Arts, under whichever contract type, candidate-students must prove they have sufficient knowledge of the English language:

- by submitting a certificate of graduation ASO (Flemish candidate-students) or VWO (Dutch candidate-students), or
- by submitting a certificate of at least one successfully completed year in English-language secondary education, or
- by submitting a pass certificate in a programme or in one or more courses in English-language higher education, with a total study load of at least 60 credits, or
- by submitting a language certificate. The English language level required is determined in accordance with the Common European Framework of Reference (CEFR) and is included for the programmes concerned in the additions for each School of Arts to the Education and Examination Regulations.

Art. 7.7 External students

External students may take part in teaching activities and examinations without having enrolled at Artesis Plantijn University College Antwerp, provided there is a written agreement between Artesis Plantijn University College Antwerp and the institution where the student has enrolled, or in accordance with any exchange project stipulations. External students have the same rights and duties as any student enrolled at Artesis Plantijn University College Antwerp.

Art. 7.8 Students from the last year of secondary education

During the year they can get their upper secondary diploma, secondary school students may enrol with a credit contract for courses with an overall study load of ten credits. However, for this type of enrolment a written permission from the admissions committee, from the secondary educational School Board and, if the student is a minor, from his parents is necessary.

Art. 7.9 Artistic entrance examinations

§1 Without prejudice to the general admission requirements, no candidate will be admitted to a bachelor programme in Audiovisual and Visual Arts, Music and Performing Arts without having passed an artistic entrance examination related to this programme. This also applies to all bridging and preparatory programmes in these areas of study.

The School of Arts concerned must establish the procedure, criteria and period of validity for artistic entrance examinations and assess them. Artistic entrance examinations are taken before a committee consisting of members of staff of Artesis Plantijn University College Antwerp and at least one external expert. The committee must motivate its decision.

Additions for the Royal Conservatoire Antwerp
The full admissions procedure for programmes at the Royal Conservatoire Antwerp can be found on the website www.ap-arts.be.

§2 Any decision taken by the committee must be made available to the students concerned in an e-mail sent to the address they provided within 7 calendar days counting from the date of the decision. Students may request the School of Arts by registered letter within 5 calendar days counting from the date the student was notified in writing of the decision to send them the committee's motivation. The School of Arts must send this motivation to the student by registered letter or with proof of receipt within 5 calendar days counting from the date it received their request.

Appeal against this decision is possible by registered and individually signed letter to the Principal within 5 calendar days counting from the date the student was notified in writing of the decision's motivation. The Principal will take a decision within 5 calendar days counting from the date the appeal is received. If the appeal is declared admissible and well-founded, the file is immediately sent to the authorised committee for a final decision within 14 calendar days counting from the date the appeal was filed.
This final decision is sent to the student and the Principal.

§3 Students who wish to change programme, main subject or choice route, must pass a separate artistic entrance examination (see also art. 11.6 changes to the content of the admission agreement).

8 Study credit

Art. 8.1 Study credit

§1 Since the 2008-2009 academic year, all students receive a one-off individual study credit of 140 credits when they enrol. Study credit can be used:

- in initial bachelor and master programmes included in the Flemish Higher Education Register, for enrolments with a diploma contract;
- for enrolments for one or more courses with a credit contract.

Study credit cannot be used in case of:

- an enrolment with an examination contract;
- an enrolment with a diploma contract for:
    - an associate degree;
    - a bachelor programme of Education if the student has already obtained a bachelor's diploma;
    - an advanced bachelor programme;
    - a bridging or preparatory programme;
    - a postgraduate programme;
    - an Educational master programme in Arts if the student has already obtained a master's diploma;
    - a Specific Teacher Training that is being phased out (SLO);
- for obtaining a certificate of aptitude or exemptions.

§2 Each academic year students enrol, the number of credits they enrol for (number of credits taken up) is deducted from the total balance of their individual study credit. The number of credits the student acquires for the concerned academic year is then added to their individual study credit.

§3 The number of acquired credits is determined based on the number of credits for which the student has obtained a credit certificate. The first 60 credits acquired by a student with a diploma contract are doubled as a one-off.

§4 A student's number of credits taken up or acquired is calculated over one academic year. To do this, Artesis Plantijn University College Antwerp applies a latest date for each course.
Per teaching period the next latest date applies:

	Teaching period 1	Teaching period 2
Year	31.10.2019	
Semester	31.10.2019	09.03.2020

These dates are included in the ECTS sheet for each course.

§5 Without prejudice to the stipulations in articles 11.5 and 11.6, changes of or in diploma contracts resulting in consequences for the number of credits taken up, are only possible until the latest dates as indicated in §4.

§6 Without prejudice to the stipulations in article 12.1, students can only drop a number of credits taken up until the latest dates as indicated in §4 if they end their programme early. Study credit cannot be refunded to students who drop credits after these dates.

§7 The number of credits taken up does not change for students with a credit contract who drop certain courses.

§8 In order to calculate students' individual study credit at the start of the 2019-2020 academic year, the number of credits taken up and the numbers of credits acquired for the 2018-2019 academic year are taken into consideration. Changes to the number of credits taken up can be included in students' individual study credit until the dates specified in §4.

§9 Without prejudice to the stipulations in §5, for generation students who change programmes in the course of one academic year:

- the number of credits taken up is added to their individual study credit again if they change programmes before the 1st of December of that academic year;
- half of the number of credits taken up is rounded up to the first whole number and added to their individual study credit again if they change programmes between the 1st of December and 15th of March of that academic year;
- the number of credits taken up is deducted from their study credit if they change programmes after the 15th of March of that academic year.

§10 Students may enrol for courses with a diploma or credit contract for a maximum of their total study credit. Artesis Plantijn University College Antwerp refuses to enrol students whose study credit is less than or equal to 0.

Study credit is checked upon registration. If, after submission of the courses to the Higher Education Database (i.e. when the concerned student falls under the definition of 'enrolled student' in accordance with article 10.1), the study credit turns out to be insufficient, the admissions committee will reduce the number of credits taken up to the available balance. If it emerges that the study credit is totally insufficient, Artesis Plantijn University College Antwerp will immediately cancel the registration.

Notwithstanding §10 paragraphs 1 and 2, students whose study credit is lower than or equal to 0 cannot be refused for an initial master programme if they fulfil the admission requirements and have not obtained a master's diploma earlier.
Notwithstanding §10 paragraph 1 and 2, the admissions committee may also, in very exceptional circumstances and if it is thoroughly motivated, decide to still allow students to enrol in specific courses for which the student has no more study credit available. However, this exception is never granted for courses for which individual lessons are organised.

§11 Students' individual study credit is reduced by 140 credits when they obtain a diploma for an initial master programme. If this results in a positive balance, they can use the remainder of their study credit to enrol in an initial bachelor or master programme. If the balance of the remainder of their study credit is less than 60 credits, they can increase their study credit to a maximum of 60 again as a one-off. Ten credits are added to students' individual study credit every academic year following the academic year in which they obtained their master's diploma.

§12 Students who have not yet obtained a master's diploma and leave the higher education system with individual study credit of less than 60, may increase their study credit to a maximum of 60 as a one-off within the framework of lifelong learning. Ten credits are added to students' individual study credit every academic year following the academic year in which they left higher education. The study credit they build up this way can be used to enrol in an initial bachelor or master programme.

§13 60 credits are added to the study credit of students who have obtained a diploma in higher vocational education and whose study credit is lower than 60 at the time they re-enrol in higher education. The first 60 acquired credits are not doubled for study credit that is acquired again.

9 Tuition costs

Art. 9.1 Tuition costs

The University College Board establishes applicable tuition fees for the next academic year before the 1st of December and adjusts them to the evolution of the health index.

Each year before the 1st of June, the University College Board establishes for the next academic year the contribution for the study-related costs on the recommendation of the School of Arts' Council, the compensation for services provided, for participation in the fashion show, for participation in the artistic entrance exam and the contribution for aptitude assessment.
The content description and the nominal amount of the tuition fees, the fee for the study-related costs, the fees for services provided, for participation in the fashion show, for participation in the artistic entrance exam and the contribution for the aptitude assessment are included in the regulations concerning Tuition fees, study costs and various expenses that are published on the Artesis Plantijn University College Antwerp website, www.ap.be.

Other costs such as costs for course material, books, study trips, external seminars, external projects and study materials that need to be purchased individually are not included in the study-related costs and will be communicated to the student in a timely manner and individually settled during the academic year.

10 Enrolment

Art. 10.1 Enrolment and deadline for enrolment

Enrolling for a programme in the academic year 2019-2020 can be done until the 31st of October 2019 at the latest.

Students wishing to enrol after this deadline for enrolment require permission from the admissions committee. The latter may decide that (a) certain course(s) can no longer be included in the course package.
The committee can apply particular rules for applications to enrol after this deadline. If applicable, the additions for each School of Arts to the Education and Examination Regulations will contain these rules.

Students can enrol on condition that they fulfil all admission and language requirements in accordance with applicable legislation and other rules and regulations. Registration is connected to one particular academic year. Students must follow the Schools of Arts' instructions for enrolling.
Any registrations by students who do not fulfil applicable admission and language requirements are null and void.

Students can enrol in:
- model routes;
- individual routes.

Students who have obtained a credit certificate for a course in a particular programme and/or main subject cannot enrol for the same course a second time.

Students have enrolled when:
a) they fulfil admission and language requirements in accordance with legislation and other applicable rules and regulations;
b) they have opted for a diploma contract, credit contract or examination contract; students may only enrol for one and the same course with one contract type;
c) they have signed an enrolment agreement and paid their tuition fees:
    - for an enrolment no later than the 31st of October 2019: no later than the 31st of October 2019;

- for enrolment after the 31st of October 2019: within 14 calendar days after the admissions committee's decision.

Only after payment and signature are the details of the courses in the enrolment agreement electronically submitted to the Higher Education Database and the student badge issued.

Additions for the Royal Conservatoire Antwerp
Enrolment after the 31st of October 2019 is not allowed for year courses or first semester courses. Students who wish to enrol for second semester courses can do so until the 9th of March 2020 at the latest.

Art. 10.2 Enrolment files

Enrolment files must at least contain:
a) the student's signed enrolment agreement;
b) ID details;
c) a copy of the diploma that grants the student admission to the programmes they are enrolling in. If this is a diploma from a foreign country, the copy must be certified.

All documents relating to the application of special admission and language requirements and any regulations concerning foreign students must be added to this file.
Students must immediately notify the secretariat of the School of Arts if any of the information in the enrolment file changes in the course of the academic year.

Art. 10.3 Residence permits for foreign students

§1 Mandatory visa
Students requiring a visa must present a Belgian residence permit for at least the duration of the academic year. Students requiring a visa are enrolled on a provisional basis, in accordance with article 10.1. Students requiring a visa must submit a valid residence permit for at least the duration of the academic year before the 1st of May 2020 to the secretariat of the School of Arts. This is an essential condition, meaning that only in this case will they remain enrolled. In all other cases, they will be dropped from the university college as of the 1st of May 2020.

§2 No mandatory visa, residence in Antwerp
All foreign students, incoming Erasmus students and other foreign students who must register and who wish to reside in the city of Antwerp, but have not yet registered with the city's service for Alien Affairs, must follow the procedure 'Loket buitenlandse studenten' (foreign students counter). In this case, students must present themselves at the secretariat of the School of Arts to start up this procedure before the 31st of October 2019 for full academic year registrations and before the 1st of March 2020 for second semester only registrations.

§3 No mandatory visa, residence outside Antwerp
All foreign students, incoming Erasmus students and other foreign students who must register and who do not wish to reside in the city of Antwerp, must register with the service for Alien Affairs of the municipality or city where they will reside.

Art. 10.4 Bases for exemptions

The admissions committee may grant exemptions for certain courses or course components based on one or more study certificates obtained elsewhere or a certificate of aptitude from a Flemish association.

Art. 10.5 Procedure for exemption applications

Students or candidate-students can appeal to the admissions committee to be exempted for courses or course components of the entire programme curriculum. Applications must be submitted in accordance with the procedure described on the website of the university college.

Students or candidate-students must submit their applications for exemptions for courses as early as possible and at the latest on the 15th of October 2019.
Students or candidate-students who enrol after the 15th of October 2019 must submit their application at the latest fourteen calendar days after the day they enrolled for the programme.

Applications must contain the following:

- for exemptions based on previously acquired qualifications:
    - a copy of the study certificate (diploma with diploma supplement, credit certificate, partial certificate or certificate) on the basis of which the student or candidate-student applies for exemption;
    - a report with the examination grades obtained;
    - a brief outline of the content, the intended competencies, and the number of credit points and/or teaching periods of the followed course on the basis of which the student or candidate-student applies for exemption;
    - study certificates in a language other than Dutch, French, English or German must be accompanied by a Dutch translation by a translator certified in Belgium.
- for exemptions based on previously acquired competencies:
    - a copy of the certificate of aptitude issued by a Flemish association as recognition of previously acquired competencies, on the basis of which the student or candidate-student applies for exemption. The procedure for the recognition of previously acquired competencies of the Antwerp University Association can be consulted on the website of the association www.auha.be.

Art. 10.6 Decision procedure for granting exemptions

The admissions committee makes its decision on the basis of a comparison of students' previously obtained competencies with the competencies envisaged in the course concerned. If these coincide sufficiently, the committee decides to grant an exemption for the entire course. The exemption's study load is equal to the number of credits connected to the course the exemption was granted for.
If these competencies coincide only partially, the committee may grant an exemption for a course component. The study load of this component will then be expressed in whole credits and the committee will specify which course component it is granting an exemption for. In this case, the admissions committee may decide to give the student an assignment to substitute the course components that do not fall under the exemption.

If students obtain an exemption for a course component or another part of a course, they must still enrol for the entire course.

The admissions committee takes its decision at the latest on the 31st of October for applications submitted no later than the 15th of October. For applications submitted after the 15th of October, the committee takes a decision at the latest 28 calendar days after receipt. The student will be informed of the exemption granted through its inclusion in the enrolment agreement. The candidate-student or student who applies for exemption prior to enrolment and for whom an enrolment agreement has not yet been drawn up, will be notified in writing about the decision regarding the exemption granted. The

motivated decision to reject a requested exemption will be notified to the candidate-student or student in writing.

Art. 10.7 Individual adjustments

§1 Certain students may seek individual adjustments. These individual adjustments may include compensating, dispensatory or supporting measures and can be granted due to special social or individual circumstances:

a) due to functional limitations. A student with functional limitations is a student with long-term physical, mental or sensory limitations that may hinder them in the context of various impediments from partaking in higher education completely, effectively and on an equal footing with other students;
b) due to a combination with family, work, the status of student-entrepreneur, recognised top sports and art at a high level;
c) the admissions committee may also decide to consider motivated applications for reasons other than the ones above.

The admissions committee will consider whether to grant any individual adjustments that are applied for.
Individual adjustments are granted based on a connection between the special social or individual circumstances of the student on the one hand, and specific elements in the organisation of the programme (programmes) at the moment the student submits their application, on the other.
All individual adjustments are reasonable adjustments. An adjustment is considered reasonable if it does not cause disproportionate difficulty to the various parties involved (including the student, the university college, the School of Arts and the programme).
Students enrolled with an examination contract may only apply for individual adjustments in relation to examination taking.

§2 In order to obtain individual adjustments, students must make an appointment for an intake interview with the contact person mentioned in the additions to this article for each School of Arts. Applications are filed during or after this interview and must be motivated with the necessary evidence. If there is no such evidence, the application is considered invalid.

§3 Applications must be submitted before the 31st of October. The chairperson of the admissions committee will notify the student about the decision at the latest on the 30th of November.

Students or candidate-students who enrol after the deadline for enrolment (cf. art. 10.1), must file their application for individual adjustments at the latest fourteen calendar days after the day they enrolled for the programme. In this case, the chairperson of the admissions committee will notify the student about the decision at the latest 28 calendar days after receipt of this application.

In exceptional cases, the admissions committee can decide to consider motivated applications which have been filed late. In this case, the chairperson of the admissions committee will notify the student about the decision at the latest 28 calendar days after receipt of this application.

The decision will be communicated to the student by e-mail.

A decision of the admissions committee to refuse a requested adjustment can be motivated on grounds of the appraisal that the adjustment requested affects the possibility to acquire the domain-specific learning outcomes of the programme curriculum or to generally achieve other aims of the programme curriculum.

§4 Students who change programmes within Artesis Plantijn University College Antwerp cannot transfer individual adjustments that were granted to them, but must submit a new application.

In accordance with article 11.6, students may, in the course of the academic year, submit a request to change the content of the individual adjustments that were granted to them. The application must be addressed to the contact person mentioned in the additions to this article for each School of Arts. Individual adjustments can only be changed once every academic year. In exceptional circumstances, the admissions committee may deviate from this rule if it motivates its decision.

Students must submit an application to their School of Arts admissions committee if they have already been granted individual adjustments during the academic year before the one concerned, and they wish to continue using them. This means that students must submit an application every year, unless the admissions committee makes a motivated decision to grant any individual adjustments for a longer period, insofar as the student in question remains enrolled in the same programme without interruption for the entire duration of this period. In this case, the admissions committee determines the precise duration of this period.

§5 Pursuant to the Flemish Higher Education Code of the 20th of December 2013, students with functional limitations, as described in item a., may appeal any decision constituting a refusal to grant individual adjustments. The student must initiate the internal appeal procedure within a period of seven calendar days starting on the day after the written notification of the decision.
Students must address their request to the Principal as chairperson of the internal appeal commission, and add any supporting evidence they deem necessary. Students must submit their request as an attachment to an e-mail that they send to intern.beroep@ap.be.

The request is only admissible if it fulfils the following formal requirements:

a) it has been filed in writing within the aforementioned period via intern.beroep@ap.be;
b) it is signed by the student or his counsellor;
c) it contains at least the name and address of the student, the date, the disputed decision and an actual description and justifications of the objections invoked.

The student will receive a receipt by e-mail.

The chairperson will convene the internal appeal commission, consisting of the following voting members:

a) the Principal as chairperson of the appeal commission;
b) the Director of Academic Affairs;
c) the Head of Student Administration.

The secretary of the appeal commission is a non-voting member.
If the Principal, the Director of Academic Affairs, or the Head of Student Administration cannot be present due to force majeure, he will be replaced by Artesis Plantijn University College Antwerp's general administrator or, if the latter or several of the said members are absent, by a Dean of department or School of Arts who is not involved in the disputed decision.

The admissions committee's chairperson will report to the appeal commission.

The criteria for assessing disproportionality follow article 2, §2 and §3 of the protocol of the 19th of July 2007 concerning the concept of reasonable adjustments in Belgium in accordance with the Act of

the 25th of February 2003 for the tackling of discrimination and in amendment of the Act of the 15th of February 1993 concerning the creation of a Centre for Equal Opportunities and Opposition to Racism.

Appeal procedures lead to:

a) a motivated rejection of the appeal based on its inadmissibility;
b) a motivated decision confirming or reviewing the original decision.

If the appeal is declared admissible and well-founded, the commission will take a new decision in the place of the admissions committee.

The appeal commission's chairperson will notify the student about the decision by registered letter within a period of twenty calendar days, starting on the day after the day on which the internal appeal has been filed.

Additions for the Royal Conservatoire Antwerp
The request for individual adjustments is filed with the student coach.

Art. 10.8 Flemish educational leave

Students enrolled for certain programmes under a diploma or credit contract can make use of the framework of Flemish educational leave. The programmes concerned are labour market-oriented programmes included in the programme database of Flemish study incentives of the Flemish government, or career-oriented programmes laid down in a personal development plan.

11 Enrolment agreements and changes after enrolling

Art. 11.1 Enrolment agreements

Enrolment agreements include:

a) the type of contract the student has enrolled with (diploma, credit or examination contract);
b) whether the student has enrolled for a model route or an individual one;
c) the courses the student has enrolled in or is exempted for (the ECTS sheets for these courses are part of the enrolment agreement);
d) the credits of the courses the student has enrolled in or is exempted for;
e) the reference to the general Education and Examination Regulations, including the additions of each School of Arts and the academic calendar, including latest dates, and to the Regulations tuition fees, study costs and various expenses on the website of the Artesis Plantijn University College Antwerp;
f) any imposed measures for study progress monitoring.

Enrolment agreements are drawn up in two copies, dated and signed on paper or digitally by the student and the authorised person of the School of Arts.

Artesis Plantijn University College Antwerp offers the following contract types:

Diploma contract:
Under this contract, students may enrol in:

- one programme with a view to obtaining a diploma;
- a postgraduate programme with a view to obtaining a certificate;
- several programmes at once.

Credit contract:
Under this contract, students enrol in one or more courses organised at Artesis Plantijn University College Antwerp and take examinations with a view to obtaining a credit certificate for each of these courses.

The authorised School of Arts body may decide that certain internships or bachelor or master projects are not suitable for credit contracts due to their particular nature. They must motivate their decision. Non-eligibility for credit contracts is indicated in the course's ECTS sheet. Motivations for non-eligibility are included in the additions for each School of Arts to the Education and Examination Regulations.

Examination contract:
Under this contract, students may only enrol to take examinations with a view to obtaining:
- a diploma for a programme;
- a credit certificate for one or more courses.

The authorised School of Arts body may decide that certain courses are not suitable for examination contracts due to their particular nature. They must motivate their decision. Non-eligibility for examination contracts is indicated in the course's ECTS sheet. The grounds for non-eligibility are included in the additions for each School of Arts to the Education and Examination Regulations.

Students enrolled with an examination contract may not participate in the teaching activities of the courses involved, nor can they make use of supporting services, with the exception of the digital learning platform and E-campus. By enrolling, students only gain permission to take part in the examinations included in the ECTS sheet.

Additions for the Royal Conservatoire Antwerp
The following courses are not eligible for an examination contract due to their specific nature:
- Courses for which students' active attendance is required, because they are to be assessed on a continuous basis, in part or in their entirety.
- Courses that are based on a mutual artistic process, where actively following classes is necessary in order to assess certain criteria, such as:
  - evolution during the artistic process;
  - contribution to group dynamics;
  - training and build-up of facilities in terms of self-training.

- For some courses, there is no other possibility than to organise communal artistic projects in order to develop and evaluate the targeted competencies.

- Practical courses and internships cannot be followed as part of an examination contract, for the reason that practical experience and attendance in class are essential for reaching the targeted competencies.

The ECTS sheet indicates whether a course can be followed as part of an examination contract.

Art. 11.2 Conditions to enrol for courses in model routes

To enrol for a model route, students must have passed or have been granted exemption for all courses in any required previous route stages.

Art. 11.3 Conditions to enrol for courses in individual routes

§1 Individual routes are study routes tailored to students. Possibilities for individual routes are assessed by the admissions committee, taking into account course sequencing, feasibility in terms of students themselves and imposed measures for study progress monitoring and depending on study organisation.

§2 Lecture and examination schedules are not individually adjusted to the individual routes.

§3 Study routes within one School of Arts study programme containing a maximum of 60 credit points and complying with the published rules of course sequencing can be automatically enrolled for when students have enrolled for the same programme at Artesis Plantijn University College Antwerp or its legal predecessors before, no binding conditions for enrolment were imposed in the previous academic year, and a study efficiency of at least 60% was obtained in the previous academic year. In this case, students do not have to file an application with the admissions committee.
All other individual routes within a School of Arts programme must be put before the admissions committee for approval for all contract types. To do so, students must submit an application to their study route coach as soon as possible and at the latest on the 15th of October. Students who have enrolled after the start of the academic year must submit their application at the latest fourteen calendar days after the day they enrolled.

§4 The admissions committee will notify the student of its decision at the latest on the 31st of October for applications submitted no later than the 15th of October and will invite him to sign an enrolment agreement. For applications submitted after the 15th of October, the committee will notify the student in writing of its decision and invite him to sign the agreement at the latest twenty-eight calendar days after receipt of the application.

Art. 11.4 Conditions to enrol for courses and take examinations for students with examination and credit contracts

To enrol for courses and take examinations, students with examination and credit contracts must take into account course sequencing and whether or not this course is excluded from an examination contract or credit contract.

Art. 11.5 Changing the contract type

Students may apply to the chairperson of the admissions committee to change the contract they are enrolled with once the teaching period has ended and at the latest on the 9th of March. To do so, students must submit an application to the student files administrator of the School of Arts.

The committee will take a decision at the latest twenty-eight calendar days after the application is filed.

The student will then be able to enrol at the start of the new academic year with a different contract type from the one they were previously enrolled with in the same programme. If the student at the start of the new academic year enrols with a diploma contract when they were previously enrolled in the programme with a credit contract or examination contract, the credits they obtained under their credit or examination contract will be automatically validated for the diploma contract, in accordance with the credit certificate’s validity period.

Art. 11.6 Changing the content of enrolment agreements

The content of enrolment agreements can only be changed once every academic year. In exceptional circumstances, the admissions committee may deviate from this rule if it motivates its decision.

1. For students with a diploma contract, changes may be related to:
   - the transition from a model route to an individual one;
   - the transition from a full-time model route to a part-time one and vice versa;
   - an application for an (additional) exemption;
   - an application for individual adjustments or changes to them;
   - changes to the content of their individual routes.

2. For students with an examination contract with a view to obtaining a diploma, changes may be related to:
   - an application for an (additional) exemption;
   - an application for individual adjustments or changes to them;
   - the courses they have included in their enrolment agreement.

3. For students with a credit or examination contract with a view to obtaining credit certificates, changes may be related to:
   - an application for individual adjustments or changes to them;
   - the courses they have included in their enrolment agreement.

Students enrolled in a bachelor or master programme must submit their application to change the content of their enrolment agreement at the latest on the specified latest date for the teaching period in which the course to which the change is related is scheduled.
Students enrolled in an associate degree, a bridging or preparatory programme, a Specific Teacher Training (SLO) that is being phased out, or a postgraduate course must submit their application that relates to courses organised in the first semester no later than the 31st of October, and applications that relate only to courses organised in the second semester no later than the 9th of March.
After these latest dates / final application dates, only motivated applications for a change of main subject within the same programme can be submitted.

Students must file their application with the secretariat of the School of Arts. The application is handled by the study route coach under the responsibility of the head of programme if it relates to dropping a course or to the additional enrolment for a course, it concerns a study route of a maximum of 60 credits, and it meets the rules for sequencing described in the ECTS sheet and, where applicable, the imposed binding conditions for enrolment. In all other cases, the admissions committee will handle the application.

The rules specified in articles 10.5, 10.6, 10.7, 11.3 and 11.4 apply. Changes are only possible on condition of mutual agreement between the student and study route coach / admissions committee.

The study route coach / admissions committee will take a decision at the latest twenty-eight calendar days after receipt of the application.
If the study route coach / admissions committee gives permission to remove a course, students will drop the course and their study credit will be refunded. However, when students have submitted a motivated application for changing main subject within the same programme at a later time than the specified latest date for the teaching period in which the course the change is related to is scheduled, they will drop the course if the admissions committee gives permission to do so, but without their study credit being refunded.

12 Withdrawal and dropping courses

Art. 12.1 Withdrawal due to ending the programme early

Students who wish to stop studying in the course of the academic year must follow the procedure specified in the additions for each School of Arts.

Students who stop studying during the academic year may withdraw with a refund of their study credit up to the specified latest date for the teaching period in which the course the change is related to is scheduled.
If they withdraw later, their study credit will not be refunded.

For generation students who change programmes in the course of one academic year:

- the number of credits taken up will be added to their individual study credit again if they change programmes before the 1st of December of that academic year;
- half of the number of credits taken up, rounded up to the nearest whole number, will be added to their individual study credit again if they change programmes between the 1st of December and the 15th of March of that academic year;
- the number of credits taken up will be deducted from their study credit if they change programmes after the 15th of March of that academic year.

The number of credits taken up does not change for students with a credit contract who drop certain courses.

Students cannot drop courses all of whose (partial) examinations have already taken place and for which they have consequently obtained or could have obtained an examination grade. The examination committee establishes the final examination grades for these courses at the end of each teaching period for students who have stopped their programme during that teaching period. If their grade is at least 10 out of 20, they will receive a credit certificate for the courses.

The regulations concerning Tuition fees, study costs and various expenses describe possible refunds in case students withdraw.

Students withdrawing from an entire programme relinquish their right to any remaining resits.

Additions for the Royal Conservatoire Antwerp
Students must inform the head of programme if they wish to drop their programme and request an exit interview with the student coach before doing so.
Students must write an individually signed letter or e-mail to the student files administrator.

13 Measures for study progress monitoring

Art. 13.1 Measures for study progress monitoring

The admissions committee may take the following measures for study progress monitoring:

1° If a student did not obtain at least 60% of the credits he took up at Artesis Plantijn University College Antwerp in a previous academic year, the admissions committee will impose binding

conditions for enrolling again for the same programme. The admissions committee may only deviate from this rule for justified reasons.
If a student did not obtain at least 60% of the credits he took up in a previous academic year within the same programme at another institution or within a programme other than that for which he wishes to enrol, the admissions committee may impose binding conditions for enrolling.
The decision regarding the imposed binding conditions for enrolment will be notified to the student by the inclusion of the binding conditions in the enrolment agreement.

Binding conditions do not include evaluation and/or deliberation criteria stricter than the rules generally applicable in the institution.
The student's study progress can, however, be made dependent on a decision by the admissions committee. If the admissions committee makes use of this possibility in the binding conditions it imposes, this will be explicitly included in the indication of the binding conditions in the enrolment agreement.

If the binding condition for enrolment was previously imposed but not fulfilled, the admissions committee will refuse an application for enrolment for the same programme at Artesis Plantijn University College Antwerp, unless the admissions committee decides to deviate from this rule, based on the student's written, motivated application for re-enrolment.
If these binding conditions for enrolment were not fulfilled, the admissions committee has the right to refuse an application for enrolment in a subsequent academic year for a programme other than the one for which the student enrolled in a previous academic year under these binding conditions at Artesis Plantijn University College Antwerp.

The student who did not comply to the binding conditions for enrolment that were imposed by Artesis Plantijn University College Antwerp in the previous academic year, but nevertheless wants to re-enrol, must submit a motivated application for re-enrolment to the admissions committee. He must write a motivated letter to the chairman of the admissions committee and hand it in at the secretariat of the School of Arts at the latest on the 15th of October.
In exceptional circumstances, the admissions committee can also decide to consider applications received after the 15th of October.

Should the admissions committee decide to refuse enrolment, the chairperson of the admissions committee will notify the student of this decision by registered letter or with proof of receipt.
The decision regarding the motivated application for re-enrolment will be notified to the student at the latest on the 31st of October for applications submitted no later than the 15th of October. For applications submitted after the 15th of October, the committee will notify the student at the latest within 28 calendar days after the application is filed.

2° If information from the file manifestly shows that a subsequent registration in higher education will not yield a positive result, the admissions committee has the right to refuse an application for enrolment. The decision to refuse an application for enrolment will be notified to the student by the chairman of the admissions committee by registered letter or with proof of receipt at the latest on the 15th of October.

14 Examination periods and opportunities

Art. 14.1 Examination periods

Every academic year, the University College Board organises two examination periods.

The first examination period may consist of several examination series. The dates on which examination series take place are indicated on the calendar for each School of Arts. These examination series are an inherent part of the first examination period, which ends at the latest on the 15th of July of the academic year in course.

The second examination period consists of only one examination series and starts at the earliest on the 16th of August and ends at the latest on the calendar day before the start of the next academic year.

Art. 14.2 Examination opportunities

For each course students are enrolled for, they are entitled to one examination opportunity per examination period, except when the nature of the course does not allow a second examination. In that case this is explicitly specified on the ECTS sheet and the motives for this are noted in the additions for each School of Arts to the Education and Examination Regulations. Students must therefore make optimum use of these opportunities.

Their second chance to take examinations expires if they obtain credits in the first examination period.

Additions for the Royal Conservatoire Antwerp
For some courses it does not make pedagogical or organisational sense to allow resits (because of their important practice-oriented aspects, continuous assessment and/or process evaluation or essential artistic evolution over longer periods of time).
The ECTS sheet indicates whether a course can be resat.

Art. 14.3 Examination schedules

The authorised person of the School of Arts must put together an examination schedule in consultation with the students' representative(s) and make the final version available to the students at the latest twenty-one calendar days before examinations are due to start.
Examination schedules cannot be changed unilaterally by the School of Arts, other than for reasons of force majeure. Students are expected to be available during the entire examination period.
Examination schedules are not adjusted to students' individual study routes.

Examination schedules must clearly indicate the time allotted and permitted to the student to take their examinations and contain instructions as to where and from what time the student must register and/or be present.

15 Absence from and attendance at examinations

Art. 15.1 Taking part in examinations

Students are automatically registered for the first examination period as they enrol for the academic year.
Students are registered for the second examination period if they have failed one or more courses in the first. For organisational reasons, students are asked to confirm their participation in an examination organised in the second examination period.

Participation in an examination is only possible if the student's enrolment is in accordance with article 10.1. Furthermore, participation in an examination for students with a diploma contract or credit

contract may be subject to certain conditions related to participation in teaching activities organised by the course concerned. The ECTS sheet of the course specifies if this is the case.

Art. 15.2 Proof of participation in examinations

The student and supervising member of staff must sign an attendance list for each examination in an examination series or during the second examination period. Students must show their student badge. This way, they can be certain that there is proof that they took the examination.
This rule may be deviated from:

- for online tests;
- in other cases specified by the Schools of Arts.

In the latter case, the individual additions for each School of Arts describe how proof of participation is ensured.

Additions for the Royal Conservatoire Antwerp
A written report will be made of the jury evaluation by the chairman/secretary, which will serve as proof of the student's participation in the examination. Given the individual nature of this examination, no attendance list must be signed.

Art. 15.3 Examination documents

Without prejudice to the stipulations contained in article 16.2 (relating to examination time and the tools students may use during the examination), only the examination copy and the note paper the supervisor provides may be used during written and digital examinations.
Once they have finished, students must return their examination copy and note paper to the supervisor. The examiner must not take the note paper into consideration when evaluating the competencies they are to assess, other than in application of article 21.1 (on examination fraud).

Art. 15.4 Absence and late arrival at examinations

Students who arrive more than half an hour after the time a written or digital examination officially starts cannot take part in the examination anymore. Students taking part in examinations must stay in the room where the examination is taking place until at least half an hour after it has begun.

Art. 15.5 Absence from examinations

If students are absent from an examination or partial examination organised in or outside of an examination series in the first or second examination period, they will receive an absence code, unless they are entitled to a catch-up examination in accordance with article 15.6.
When only one examination is organised for a course and students receive an absence code for this examination, the absence code will be mentioned as the final result on the report with examination grades.
When more than one examination is organised for a course (whether or not spread over course components) and students receive an absence code for an examination of this course, the absence code will be considered as a zero when calculating the examination grade of the whole course.

An absence code as the final result for a course will be considered as a zero when calculating the percentage of the attempted credits in the whole course package.

Art. 15.6 Catch-up examinations

Students who have missed one or more examinations or partial examinations in one examination series because of:

- medical reasons, or
- another force majeure situation or,
- a religious holiday of a faith or denomination that is officially recognised in Belgium (Anglicanism, Islam, Judaism, Catholicism, Orthodoxy or Evangelical Protestantism) that is included in the list of 'Religieuze feestdagen' that is available on the digital learning platform via https://intranet.ap.be/afwezig_examen_religieuze_feestdag and which is based on the list of 'Religieuze feestdagen' of the 'Departement Onderwijs en Vorming' of the Flemish Community,

can catch up under the conditions below. If possible from an organisational point of view, the authorised person of the School of Arts will organise catch-up examinations for these students at a time determined by the school. Catch-up examinations will in any case take place before the examination committee's deliberations, when the examination grades for the concerned examinations are definitively fixed.

Conditions for catching up with an examination in an examination series are that:

a) the student notified the secretariat of the School of Arts of their absence from the examination or partial examination at the latest on the day the examination or partial examination was due to take place;
In the event of an absence because of a religious holiday included in the list of 'Religieuze feestdagen' that is available on the digital learning platform via https://intranet.ap.be/afwezig_examen_religieuze_feestdag, the student has also informed the secretariat of the School of Arts that if an examination or partial examination takes place on a specific religious holiday, he wishes to file an application for a catch-up examination.
Applications are filed via the appropriate form on the digital learning platform no later than the 31st of October (or in case of enrolment after the 31st of October, at the latest fourteen calendar days after the day of enrolment);

b) the student has proved the reason for their absence from the examination or partial examination they wish to catch up for with:
   - a valid sick note, as described under definition no. 42, in case of absence due to medical reasons, or
   - the necessary evidence in case of absence due to another force majeure situation.

   If a student wants to file an application for a catch-up examination for an examination he failed to attend because of a religious holiday included in the list of 'Religieuze feestdagen' that is available on the digital learning platform via https://intranet.ap.be/afwezig_examen_religieuze_feestdag, he must indicate the name of the religious holiday in his application.

c) the number of catch-up examinations for the entire first examination period and the second examination period is always limited to those of one examination day on which the student was absent; 'catch-up examinations' only refer to examinations or partial examinations organised in the examination series or in the second examination period for which an examination schedule was put together;

d) students must submit their application for a catch-up examination with the necessary proof, as described in b), within 4 calendar days after the examination day they missed and at the latest at twelve o'clock (noon) on the last working day before the catch-up day. If the 4th calendar day is a Saturday, Sunday, holiday or day off, the deadline is extended to the next working day. If they do not comply with this condition, they cannot take any catch-up examinations. The certificate to prove the reason for the absence, can be submitted digitally. However, in case of digital filing, the student must retain the original certificate so that it can still be retrieved in case of ambiguities;

e) to apply for a catch-up examination, students must follow the conditions as contained in the additions for each School of Arts to the Education and Examination Regulations;
f) the student cannot request to catch up with an examination or partial examination they have already taken;
g) their application for a catch-up examination is final; this means students cannot change an application for a catch-up examination afterwards.

In exceptional circumstances, the authorised person of the School of Arts can deviate from these rules if they motivate their decision. Students can contact the ombudsperson, if they think there are particular reasons to deviate from this rule.

If no catch-up examination can be organised due to organisational reasons of a force majeure nature, the student may appeal by registered and individually signed letter to the Council for Disputes Concerning Study Progress Decisions in order to retrieve their study credit.
Their petition must contain:
1. all details of the student: date of enrolment or the date their enrolment agreement was submitted, programme, contract type, number of requested credits to take up and number of credits acquired, history of examinations taken in the courses the force majeure event relates to;
2. a precise description of the situation or context constituting force majeure;
3. any medical or other evidence of the force majeure event;
4. the official results of prior internal appeal procedures.

If the Council for Disputes Concerning Study Progress Decisions judges that there is a question of force majeure that cannot be remedied and that no adjusted examination arrangements are possible due to organisational reasons, it will decide that the student's lost study credit should be returned.

Additions for the Royal Conservatoire Antwerp
Students must notify the student secretariat by telephone and send an e-mail to conservatorium@ap.be with the lecturer concerned in cc before 9 am on the day of the examination.

16 Examination arrangements

Art. 16.1 Examination formats

The authorised person of the School of Arts determines the examination format (oral, written or digital exam, continuous assessment, portfolio, etc.) and includes this in the ECTS sheet.

If the enrolment agreement or its appendix contains individual adjustments relating to examinations, the student can obtain permission from the Dean of the School of Arts to take examinations in a different way from usual. The Dean of the School of Arts can also permit such deviations in other very exceptional circumstances with a motivated decision.

Digital examinations can be monitored to discourage any examination fraud. When monitoring occurs, students will be informed and must start up a monitoring application at the beginning of the examination. Not starting up the monitoring application or switching off the application during the examination is deemed to constitute examination fraud.

With a view to proper supervision, the university college reserves the right to make video recordings during examinations. Students will be informed at the latest at the start of the examination, when video recordings will be made.
Video recordings of an examination during which irregularities are detected will be consulted during the investigation by the disciplinary committee, as described in art. 21.4, and will be attached to the disciplinary file.

Art. 16.2 Examination time and tools

Students are entitled to use all the time allotted for the examination. However, if they arrive after the time the examination officially starts, the examination will also end at the specified time.
Only previously agreed tools explicitly indicated on the examination papers can be taken into the examination room.

Individual adjustments relating to examination time and tools must be applied if contained in the enrolment agreement.

Art. 16.3 Mobile phones and other electronic data carriers

Students must turn off their mobile phone and all other electronic data carriers and communication devices during all examination activities. Furthermore, keeping such devices within range during examinations is deemed to constitute examination fraud.

Art. 16.4 Right of consultation

Students have the right to consult the documents (written examinations, digital examinations, tests, reports of oral examinations and other examination formats) that have led to their final examination grades.
The School of Arts gives students the chance to consult these documents within three working days after the publication of the final examination grades.
The times for this will be published by the School of Arts on the digital learning platform.
Students can ask the ombudsperson to be present when they consult their examinations, if they think there is cause to do so.

Art. 16.5 Public nature of examinations

§1 For written and digital examinations the public nature of examinations determines that the student may consult the documents at the time previously fixed by the School of Arts, in accordance with article 16.4.

§2 For oral examinations the public nature of examinations determines the possibility of the presence of a third party.

- At the student's request, the Dean of the School of Arts can grant permission for a third party to be present at an oral examination. For this, the student will address a written request to the Dean of the School of Arts, at the latest 7 calendar days before the day of the examination in question.
  The third party must not be:
  - a student in the same programme;
  - a student in a programme in which the course concerned is also included;
  - a student who will take an examination with the examiner concerned within the same academic year;
  - a blood or other relative up to the 4th degree.

- At the request of the examiner the Dean of the School of Arts can grant permission for the presence of another member of the teaching staff at an oral examination. For this, the examiner will address a written request to the Dean of the Schools of Arts at the latest 7 calendar days before the day of the examination in question.

The third person present at the request of the student and/or examiner will be selected in consultation with the requesters and the Dean of the School of Arts. He may not in any way influence the course of the examination.

§3 For the jury and public examinations: the manner in which the public nature of these examinations is ensured is detailed in the jury regulations of the School of Arts.

Art. 16.6 Potential conflict of interests or force majeure on the part of the examiner

In the event of consanguinity or affinity up to and including the fourth degree between a student and the examiner or if the examiner thinks there is a potential conflict of interests, the examiner will ask the chairman of the examination committee to appoint a substitute.
If, due to force majeure, the examiner is unable to examine the students, the chairman of the examination committee will appoint a substitute.

Art. 16.7 Keeping of digital examinations and copies of written examinations

The university college keeps digital examinations and copies of written examinations for a period of two years after the end of the examination period.

17 Examination grades

Art. 17.1 Examination grades

Other than in cases of non-numeric examination results, as stated in the ECTS sheet, students receive an examination grade expressed as a whole number out of 20 for each course they have taken an examination in.

The examination grades for courses are always rounded to the closest whole number. The number will be rounded down if the first decimal of the weighted average is 4 or less. The number will be rounded up if it is 5 or more.

For courses with several components the examination grades for the course components are expressed in numbers with up to one decimal.

When determining the examination grade for courses with several components, the weighted average of all the separate examination grades for each of the course components is taken, and this average is then rounded to the closest whole number out of 20 following the same rounding rules as described above.

Art. 17.2 Publication of examination grades

The final examination grades are expressed in whole numbers out of 20, with the exception of cases of non-numeric examination results, and are made available to the students in an individual report on iBaMaFlex. This will take place on a date previously indicated on the Schools of Arts calendar and in any case:

a) after the last examination of the first examination period;
b) after the last examination of the second examination period;
c) after the teaching period concerned has ended, if students end their programme early during the teaching period concerned, but have obtained a complete examination grade for one or more courses.

If the School of Arts makes provisional examination grades available to students, their provisional nature and the way they will be made available must be indicated to this effect in the additions of each School of Arts to the Education and Examination Regulations.

Art. 17.3 Validity of examination grades

Without prejudice to the stipulations in article 14.2, an examination grade for a course is only valid until the end of the academic year it was obtained in.

If students resit an examination for a course or course component, the highest examination grade achieved in the two examination periods will be established as the final grade for the course or course component after the second examination period.
If students do not take a resit, the examination grade for the course or course component concerned will be transferred from the first to the second examination period in that academic year.

If a student does not obtain a credit for a course with several components in the first examination period, the examination grades for a course component of this course can be transferred from the first to the second examination period, if the ECTS sheet of the course component concerned indicates that this is possible. When an examination grade for a course component is transferred in accordance with the ECTS sheet, students cannot waive this transfer.

When a student does not obtain a credit for a course with several components in the second examination period, examination grades of at least 10 out of 20 for a course component of this course will be transferred from the second examination period to the next academic year, unless the ECTS sheet of the course or course component concerned indicates that this cannot be done. Students cannot waive the transfer of an examination grade to the next academic year.

When an examination for a course or course component consists of two or more partial examinations, partial grades for these partial examinations can be transferred from the first examination period to the second examination period, if the ECTS sheet of the course or course component concerned indicates that this is possible. When a partial grade for a partial examination is transferred in accordance with the ECTS sheet, students cannot waive this transfer.

18 Passing a programme

Art. 18.1 Passing a programme as a whole

A student can be declared to have passed a programme in the following cases:
§1 Students in **the associate degree of Education: Secondary Education: Teacher of Dance, a bachelor programme, master programme or Specific Teacher Training (SLO) that is being phased out** with a diploma contract or examination contract with a view to obtaining a diploma are automatically declared to have passed their programme if they have obtained credit certificates for all courses of their programme and/or obtained exemptions.

§2 Students in **an advanced bachelor programme or postgraduate programme** are automatically declared to have passed their programme as a whole if they have obtained credit certificates for all courses of their programme and/or obtained exemptions.

§3 Notwithstanding §1 and 2 above, the examination committee can declare students to have passed a programme as a whole if they have taken all examinations belonging to the programme curriculum and if the examination committee deems that the aims of the programme curriculum have generally been achieved. The committee must motivate its decision.
If students believe there are special circumstances on the basis of which they can be declared to have passed a programme as a whole and that could justify convening the examination committee, they must be able to prove the existence of these special circumstances and that they have generally achieved the aims of the programme curriculum. They must submit a written, motivated request to the ombudsperson, as quickly as possible and at the latest one working day before the final examination grades are made available, in accordance with article 23.1 §2.
The fact that the student has been declared to have passed overall does not mean that they are eligible for a credit certificate for those courses they have failed.

Students who have taken all examinations belonging to the programme curriculum and fulfil the conditions as described in §1 and 2 above, can be declared to have passed their programme on a date indicated on the Schools of Arts calendar and in any case:

a) after the last examination of the first examination period;
b) after the last examination of the second examination period.

Art. 18.2 Awarding a degree of merit for a programme

When a student is declared to have passed a programme, a degree of merit is automatically awarded according to the rules below:

1. 'Satisfactory' if the student has passed and achieved a weighted average of less than 65%;
2. 'With distinction' if the student has achieved a weighted average of 65% or more;
3. 'With great distinction' if the student has achieved a weighted average of 75% or more;
4. 'With the greatest distinction' if the student has achieved a weighted average of 85% or more.

For students to be eligible for a degree of merit, the number of courses they have taken examinations for must represent half of the total number of credits in the programme.

These rules do not affect the examination committee's autonomous authorisation to deliberate, on condition that it motivates its decision on an individual basis.
The weighted average includes all examination grades in the entire programme, expressed in whole numbers out of 20, that have led to a credit certificate. Exemptions will not be taken into account. Neither will courses for which a non-numeric evaluation is used, according to the ECTS sheet.

19 The examination committee

Art. 19.1 Formation

Each academic year the School of Arts' Council forms an examination committee for each programme or for a group of programmes. The Dean of the School of Arts is chairperson of the examination committee, unless the Dean of the School of Arts appoints another staff member as chair.

Art. 19.2 Composition and functioning

The Dean of the School of Arts forms an examination committee that is representative of the programme or the group of programmes. In addition, the Dean of the School of Arts appoints a substitute for each voting member.
The examination committee consists of a minimum of 3 voting members who are the people responsible for the courses in the programme or programmes concerned. If an examination committee is established for a group of programmes, each programme of this group is represented by at least one voting member.

The chairperson appoints the committee's secretary.
The chairperson, secretary and ombudsperson are non-voting members of the examination committee.

The Dean of the School of Arts may add advisory non-voting members to the examination committee.

Each voting member of the examination committee has only one vote, irrespective of the number of courses they are responsible for and the number of credits these courses represent.

The composition of the examination committee is announced to the students at the latest on the 15th of October.

The examination committee can only deliberate in a valid manner if half of its voting members plus one are present, with a minimum of 3.

Art. 19.3 Authorisations of the examination committee

In accordance with article 18.1 §3 above, the examination committee can declare that students who do not fulfil the conditions as described in article 18.1 §1 or §2 have passed a programme as a whole if they have taken all examinations belonging to the programme curriculum and if the examination committee deems that the aims of the programme curriculum have generally been achieved. The committee must motivate its decision.
The chairperson must convene the examination committee on his or her own initiative or on the request of the head of programme or the Dean of the School of Arts, if the latter does not chair the committee.

In accordance with article 23.1 below, students can also consult the ombudsperson for special circumstances that could justify convening the examination committee. They must do so as quickly as possible and at the latest one working day before the final examination grades are made available. Students are notified of the examination committee's motivated decision on the day the final examination grades are made available in their individual report.

The members of the examination committee and the chairperson must ensure that the deliberations of the committee take place in good order and that each student is treated fairly - even beyond the strict requirements of the regulations. It is the ombudsperson's task to help ensure this latter.

Art. 19.4 Decision-making

The members of the examination committee and all persons informed about the elements of assessment and deliberation in any way whatsoever must keep deliberations and voting absolutely and strictly confidential.

Before any decision is made, the chairperson of the examination committee must make sure that all of its members are given the opportunity to put forward all necessary points in relation to the student.

The examination committee preferably takes all decisions by consensus. If a consensus is reached, it must be recorded in the minutes of the meeting.
If no consensus can be reached amongst the voting members, the chairperson must proceed to a vote. Decisions are taken by simple majority. The chairperson has a casting vote in case of a tie. If a vote is taken, its result must be recorded in the minutes of the meeting.

Art. 19.5 Minutes of the examination committee's meetings

The minutes of the examination committee's deliberations contain all relevant information, decisions taken and their motivation.
The examination committee's chairperson and secretary must sign the committee's minutes.

20 Clerical errors

Art. 20.1 Clerical errors

Suspected clerical errors in relation to examinations must be reported in writing by the person involved to the student files administrator of the School of Arts, at the latest five calendar days after the date the examination grades are made available.

If a clerical error is identified, it must be corrected by the School of Arts administrator and if necessary a new examination decision must be taken in accordance with the applicable regulations. The authorised person of the School of Arts informs the student involved of this correction and if necessary of the new decision within five calendar days after the clerical error was reported.

21 Examination fraud and examination disciplinary decisions

Art. 21.1 Examination fraud

Any behaviour of students within the context of an examination or the organisation of it that makes or attempts to make wholly or partially impossible a correct assessment about their own or other students' knowledge, insights and/or skills is deemed examination fraud.
Detected irregularities that must be considered as examination fraud, lead to disciplinary measures, depending on their nature, severity and available evidence.
Plagiarism is also considered as examination fraud.

Art. 21.2 Establishing irregularities

a) Members of staff of the university college who detect a student committing irregularities during an examination must:
    - notify the student of this;
    - confiscate all aids the student wrongly has with them and all examination documents;
    - provide the student with a new examination copy, so they can continue with their examination; examiners will assess the two examination copies that were handed in later. In case of an examination on the digital examination platform, the time when the examination fraud is detected and the questions that have been answered are noted. The student proceeds with the examination questions that are not yet answered;

- notify the chairperson of the examination committee with a written report containing all relevant information, as soon as possible and at the latest one day after they have detected the irregularity;
- send a copy of the report to the ombudsperson.

b) If examiners spot irregularities during or after the evaluation of an examination or a practical assignment, they must inform the chairperson of the examination committee and the ombudsperson in writing, including all relevant evidence, as soon as possible and at the latest one day after they have detected them.

The chairperson of the examination committee will notify the student in writing.

Art. 21.3 Right to be heard after an irregularity has been detected

Students alleged to have committed an irregularity at an examination are heard by the chairperson of the examination committee or their substitute within nine calendar days counting from the day the irregularity was detected, in the presence of the ombudsperson and the person who detected the irregularity.

If a holiday period starts within these nine days, the period is extended by the number of days of this holiday. A report is drawn up of this meeting, signed by the student and added to the file. Once the student has been heard, the chairperson will convene an examination disciplinary committee, unless he makes a motivated decision not to do so and to discontinue the examination disciplinary procedure.

Art. 21.4 Investigations by the examination disciplinary committee

The examination disciplinary committee will investigate the allegations and consider if the irregularity concerned can be deemed examination fraud.

This committee consists of a minimum of three voting members of the examination committee, not involved with the detected irregularity, or their substitutes, appointed by the chairperson.

The examination disciplinary committee also has the following non-voting members:

a) the examination committee's chairperson who acts as chairperson of the examination disciplinary committee;
b) the examination committee's secretary whose task it is to write the report;
c) the ombudsperson.

Art. 21.5 Examination disciplinary decisions

If the examination disciplinary committee deems that the examination fraud has been proved, it may impose one or a combination of the following disciplinary measures:

a) grade 0 for the course component or the course in question;
b) exclusion of the student from the second examination period for the course component or the course in question;
c) grade 0 for all the course components or courses of the module or the semester for which the (partial) examination was taking place;
d) grade 0 for all the courses in the examination period in question;
e) exclusion of the student from the second examination period for all courses for which he enrolled.

If the student receives a score of zero for a course as a sanction in the second examination period, a higher score obtained for this course in the first examination period cannot replace this 0/20.

The minutes of the examination disciplinary committee's deliberations contain the composition of the examination disciplinary committee, those present at the meeting and the decision taken and its motivation for each student. If the ombudsperson explicitly so requests, the minutes must also record his comments concerning particular complaints and decisions.
The examination disciplinary committee's chairperson and secretary must sign the minutes.

The chairperson of the examination disciplinary committee will communicate its motivated decision to the student by registered letter or with proof of receipt within 14 calendar days after hearing them.
If these 14 calendar days include a holiday period, they will be extended by the number of days of this holiday.

22 Study certificates

Art. 22.1 Examination grade report

All students receive a report with their examination grades through iBaMaFlex when the final results are officially made available. Grades obtained in Erasmus programmes are included in this report.

Art. 22.2 Obtaining credit certificates

Students pass a course and obtain a credit certificate if they have achieved a grade of at least 10 out of 20, unless a different, non-numerical examination grading format is indicated on the ECTS sheet.
Students with exemptions for course components or part of a course obtain a credit certificate for the whole course if they achieve a grade of at least 10 out of 20 for the remaining course component or part of the course.

Art. 22.3 Validity of a credit certificate

Credit certificates remain valid indefinitely for the programme concerned at the institution they were obtained in.

Art. 22.4 Receiving credit certificates

Students with a credit or examination contract with a view to obtaining credit certificates receive a credit certificate for each course they pass.
Students with a diploma contract or examination contract with a view to obtaining a diploma may only receive a credit certificate for each course they pass if they apply with a motivated request.

Art. 22.5 Waiving credit certificates

Students cannot waive a credit certificate they have obtained for a course.

Art. 22.6 Diplomas

Students who have passed a programme receive a diploma, with the seal of the university college, signature of the Principal and a diploma supplement detailing the credit certificates the student obtained. Students may request a preliminary certificate while they await receipt of their official diploma and diploma supplement.

Art. 22.7 Certificates

Certificates are issued to students who have enrolled in and passed a postgraduate programme, a bridging programme or a preparatory programme.

Art. 22.8 Issuing and signing diplomas, diploma supplements, certificates, credit certificates and certificates of aptitude

§ 1 Diplomas are signed by the Principal.

§ 2 Diploma supplements are signed by the Dean of the School of Arts. Diploma supplements of the associate degree of Education: Secondary Education: Teacher of Dance and of the shortened route of the bachelor of Education: Secondary Education for holders of a bachelor's diploma in Music and Performing Arts are signed by the Dean of department of the Department Education and Training.

§ 3 Certificates with effects in civil law and certificates related to additional (refresher) training are issued by the Schools of Arts and signed by the Dean of the School of Arts.

§ 4 Course certificates are signed by the Dean of the School of Arts.

§ 5 Credit certificates are signed by the Dean of the School of Arts.

§ 6 Certificates of aptitude obtained by candidates going through the procedure of the Antwerp University Association (http://www.auha.be/main.aspx?c=.AUHA&n=73629) in one of the programmes at Artesis Plantijn University College Antwerp are signed by the Dean of the School of Arts.

23 Students' legal status

Art. 23.1 Ombudsperson

§1 Appointment of the ombudsperson

Each year the School of Arts' Council appoints one or more ombudspersons and substitute ombudspersons before the start of the academic year.
The ombudsperson belongs to the teaching or administrative staff of Artesis Plantijn University College Antwerp.
Members of the teaching staff cannot act as ombudsperson for students in their own programme.
Student coaches cannot act as ombudsperson for students under their care.

The Dean of the School of Arts makes the name of the ombudsperson and his substitute and details of their availability known to the students at the start of the academic year.

§2 Mission of the ombudsperson

The ombudsperson acts as a mediator in disputes between a student and one or more members of staff. Disputes can be related to:

a) the application of the Education and Examination Regulations and/or students' legal status;
b) actions and situations regarded as unfair.

The ombudsperson may only act for students from the programmes allocated to him.

Students must submit complaints as soon as possible to the ombudsperson.

The ombudsperson investigates and mediates in all complaints related to teaching, examinations, the admissions committee's decisions, examination decisions including decisions by the examination committee, decisions by the examination disciplinary committee, and any other actions and circumstances regarded as unfair.
He must inform the student of the progress of his mediation and is required to be discreet.

If necessary and requested by the student, he must report to the admissions committee, examination committee, or examination disciplinary committee or to the person responsible who must take a decision concerning the student involved.

If necessary, the ombudsperson will inform the student about internal procedures to appeal against a study progress decision as described in article 23.8.

Before a student decides to appeal his study progress decision, he must contact the ombudsperson.

The ombudsperson takes note of special circumstances that could justify convening the examination committee. The student must report these special circumstances to the ombudsperson as quickly as possible and at the latest one working day before the final examination grades are made available. The ombudsperson must notify the Dean of the School of Arts or the head of programme hereof, so they may convene the examination committee, in accordance with article 19.3.

§3 Right of information
To carry out his mission as well as possible, the ombudsperson has the right to request information on all teaching and examination activities and any possible details that have led or will still lead to any decisions in relation to the student. The ombudsperson therefore has the right to consult any and all relevant documents.

§4 Participation in deliberations
The ombudsperson may attend the deliberations of the admissions committee as a non-voting member on his own request, on the chairperson's request or on the student's request.
The ombudsperson is also a non-voting member of the examination and examination disciplinary committees.

The ombudsperson acting as a non-voting member due to an irregularity or dispute during the deliberations of the admissions, examination or examination disciplinary committees must in any case have heard the student on whose behalf he is acting.

Art. 23.2 Inappropriate Behaviour Contact Point

Students confronted with inappropriate behaviour at the university college can send an e-mail to the Inappropriate Behaviour Contact Point at meldpuntgog@ap.be. The Contact Point staff will handle students' questions and reports with the necessary discretion and support them in taking any further action.

Art. 23.3 Students' rights

§ 1 In accordance with data protection legislation, students and alumni have the right to consult their personal information which the Artesis Plantijn University College Antwerp has electronically stored and request that it be corrected. To do so, they must apply in writing to the secretariat of the School of Arts.

§ 2 Students may consult and change the details they provided to the university college within the framework of research to support the running of the university college and increase educational chances at the time they first enrolled. Students may also withdraw their permission to use this information. Students exercise their rights through the general student administration department and must contact them if they think their details are being handled without due care.
Students' information is stored for a period of maximum ten years after they have left the university college and deleted once this period has ended. The University College Board hereby guarantees that all information is processed anonymously, coded or uncoded under additional terms and conditions.

§ 3 In accordance with transparent governance legislation, students have the right to consult and make copies of the admissions and examination committee's minutes.
To do so, students must apply in writing to the student secretariat of the School of Arts.

Art. 23.4 Students' obligations and code of conduct

§ 1 Students must behave decently towards their fellow students, staff and the institution itself. All members of staff are responsible for the university college's good functioning. Students must comply with staff instructions and must behave decently towards the neighbourhood they live and study in.

§ 2 Students must abstain from any and all fraudulent conduct against the institution.

§ 3 Students must not take initiatives on behalf of Artesis Plantijn University College Antwerp or the Antwerp University Association, unless they are asked to do so by or have permission from the university college's Principal.

§ 4 Students who inflict damage on the university college or any third parties, break or lose any of the university college's material during or outside of teaching activities, are liable for this, unless force majeure or the fault of a third party is proved. The university college may decide to seek compensation for such damage, if concrete circumstances give cause for it to do so.

§ 5 The costs of any emergency calls outside of the university college's opening hours, as described in the additions for each School of Arts, due to negligence or abuse by the student can also be charged to the latter.

Additions for the Royal Conservatoire Antwerp
Students will be informed about the campus' usual opening hours and about the opening hours on public holidays, bridging days and during certain holiday periods via the digital information boards and via the digital learning platform.

To use the rooms and infrastructure during weekends, a motivated request must be sent to the head of programme.

Authorisation is valid for one academic year and needs to be renewed yearly.

To use the rooms on Saturdays or Sundays, students need to have authorisation and must book the room at reception before Thursday at 4 pm.

§ 6 Students are expected to consult the information on the screens on campus, on the digital learning platform and the messages they receive at the e-mail address the university college gave them when they enrolled, at regular intervals for potentially urgent messages.

§ 7 Students are responsible for their own possessions, including when they are stored.

§ 8 They must strictly follow the rules in the Library and ICT Regulations which can be consulted on the website of the university college and on the digital learning platform.

§ 9 Students may not make recordings of teaching or examination activities, unless the authorised member of staff has given explicit permission. Under no circumstances must such recordings be

given to any third parties, whether or not for payment, be put on the internet or made public in any other way.

§ 10 Students must turn their mobile phones, other electronic data carriers and communication devices off during all teaching activities, unless the member of the teaching staff gives express permission, out of respect for their fellow students and the teaching staff. The teaching staff will arrange the use of laptops or tablets during their teaching activities at the start of the teaching period.

§ 11 In their use of internal and external means of communication (including social media), students should display good manners, respect and courtesy and comply with the law. Inappropriate, legally prohibited or offensive communication such as insults, threats, intimidation, bullying, obscenities or infringing the privacy of a third party cannot be tolerated by the university college. Students must make sure that neither their own reputation nor the reputation of the university college, internship location, other students or staff will be damaged by their use of internal and external means of communication.

§ 12 The use of cannabis and other illegal drugs is prohibited on the university college's premises. The use of alcohol will only be permitted by exception for special activities by the Dean of the School of Arts, and only under supervision of a designated person. Smoking is only permitted in designated areas in the open air.

§ 13 Being under the influence of legal drugs, cannabis and other illegal drugs is prohibited on the university college's premises.

§ 14 Possessing illegal drugs is prohibited on the university college's premises and the university college will always notify the police in such cases.

§ 15 Dealing in legal drugs, cannabis, other illegal drugs and medication is prohibited on the university college's premises and the university college will always notify the police in such cases. The sale of alcohol can be permitted for special occasions by the Dean of the School of Arts, but only under supervision of a designated person.

§ 16 The School of Arts' Council may adopt regulations for the use of specific infrastructure, material and equipment. These are, when applicable, published on the digital learning platform.

§ 17 Health, safety and environment guidelines can be found on the digital learning platform.

Art. 23.5 Attendance of teaching activities

The university college expects the student to participate in the teaching activities of all courses within his course package. If attendance at the teaching activities is mandatory for a course, this is indicated on the ECTS sheet of the course concerned.

Art. 23.6 Disciplinary regulations for students

Students who display behaviour that is irreconcilable with article 23.4 of this document may have sanctions imposed on them through a disciplinary procedure.

§1 Potential measures may be:

a) A written warning;

b) An alternative disciplinary measure aiming to compensate for material or immaterial damage;
c) Exclusion:
    - temporary ban from the teaching activities of a certain course or course component;
    - temporary ban from accessing the library;
    - temporary ban from accessing the (virtual) campus;
d) Exclusion from the programme;
e) Exclusion from the university college.

Disciplinary measures are personal at all times and cannot be taken collectively.
Disciplinary measures must be in proportion to the seriousness of the occurrence.

§2 The disciplinary committee consists of:

a) the Dean of the School of Arts which the student belongs to, based on their primary enrolment;
b) depending on what the disciplinary procedure is based on: the head of student support services or the head of ICT, the person responsible for the campus or the head of programme the student belongs to, based on their primary enrolment;
c) the head of the administrative department of the School of Arts which the student belongs to, based on their primary enrolment;
d) the ombudsperson for the programme which the student belongs to, based on their primary enrolment.

If one member of the disciplinary committee is also the person who discovered the alleged breach of discipline, they are replaced by a colleague in a different programme, department or School of Arts with a similar role.
The ombudsperson is a non-voting member.

§3 The disciplinary procedure:

1. The person who discovers the alleged breach of discipline reports it to the Dean of the School of Arts and puts together a written report.

2. The student involved receives a written notice that a disciplinary procedure has been initiated against them and the reason why. This written notice must at least contain the elements below:

- the actions of which they are accused;
- the place, date and time the student can consult the complete file;
- the place, date and time they will be heard, allowing a reasonable period in which the student can prepare and can bring forward an oral and written defence;
- the fact that the student can ask someone to counsel them;
- the fact that the ombudsperson will be mandatorily present during this hearing.

The student has the right to ask the ombudsperson to advise him about the procedure.

3. The Dean of the School of Arts convenes the disciplinary committee.

4. The disciplinary committee hears the student and person who discovered the alleged breach of discipline.

5. The disciplinary committee decides if the behaviour concerned represents a breach of article 23.4 and if so, takes a decision on a disciplinary measure by secret ballot.

6. If the disciplinary committee considers excluding the student from the programme or university college, it must refer the file to the Principal. In that case, the student will be informed in writing about:

- the sanction(s) being considered and the grounds on which this sanction(s) is/are based;
- the place, date and time the student can consult the complete file;
- the place, date and time of the hearing by the Principal, allowing a reasonable period in which the student can prepare and can bring forward an oral and written defence;
- the fact that the student can ask someone to counsel him;
- the fact that the ombudsperson will be mandatorily present during this hearing.

The Principal will then hear the disciplinary committee's chairperson and the student and make a decision.

7. The Principal or the Dean of the School of Arts will draw up the minutes of this hearing and sign them together with the student involved and the ombudsperson.

8. The disciplinary committee's chairperson or the Principal will notify the student by registered letter of their decision taken within a reasonable period of time and send a copy of it to the ombudsperson.

9. Each disciplinary measure against a student is recorded in their file.

§4 The Dean of the School of Arts or the Principal can decide to suspend the student as an urgent provisional measure.

This is not considered a sanction as such and the student's exclusion will expire if the Board of Governors does not confirm it within one month.

The Dean of the School of Arts or the Principal will notify the student by registered letter of the student's suspension, imposed as an urgent provisional measure. The ombudsperson receives a copy of this letter to the student.

§5 Internal appeal procedure against disciplinary measures:

Students can appeal against a disciplinary decision within a period of seven calendar days starting on the day after the written notification of the decision:

- Appeal against a decision of the disciplinary committee is possible by registered and individually signed letter to the Principal within seven calendar days starting on the day of the written notification of the decision. The Principal will take a decision within five calendar days counting from the date the appeal is received.
- Appeal against the decision of the Principal is possible by registered and individually signed letter to the chairperson of the Board of Governors within seven calendar days starting on the day of the written notification of the decision. The Board of Governors will then make a decision at its first meeting after receipt of the appeal. If the appeal is declared admissible and well-founded, the file is immediately returned to the Principal who will make a definitive decision within fourteen calendar days counting from the date of the Board of Governors' decision.

Art. 23.7 Copyright

All inventions, findings, creations, productions, pieces and products (this list is not limitative or exhaustive) created within the framework of the student's programme, are, in principle, and in the absence of any agreements to the contrary, the sole property of Artesis Plantijn University College Antwerp, subject to Belgian copyright and intellectual property legislation.

When taking copies of any data carrier whatsoever, all parties must explicitly take into account the Belgian Copyright Act of the 30th of June 1994.

Art. 23.8 Internal appeal against study progress decisions

As defined in article 23.1 the ombudsperson can investigate all complaints relating to the implementation of the Education and Examination Regulations and/or the legal status of students, or relating to acts and conditions perceived to be unfair, and mediate between the parties concerned. Students can appeal internally in case of serious disputes concerning study progress decisions. Before students decide to appeal against a study progress decision, they must first contact the ombudsperson.

Pursuant to article I.3 of the Flemish Higher Education Code of the 20th of December 2013, study progress decisions include:

a) examination decisions: any decision entailing a final assessment, whether or not resulting from deliberation, about a pass or fail for a course, for several courses in a programme or for a programme in its entirety;
b) examination disciplinary decisions: any disciplinary measure imposed following examination irregularities;
c) granting certificates of aptitude, indicating that the student has achieved certain competencies based on previously acquired competencies or previously acquired qualifications;
d) granting exemptions: absolving the student from their obligation to take an examination for a course or part of it;
e) decisions imposing bridging and/or preparatory programmes and specifying the required study load of such a programme;
f) imposing study progress monitoring measures, within the meaning of article II.246 of the Flemish Higher Education Code;
g) refusing to include a particular course in a contract in which the student who is following an individual route has not previously enrolled;
h) decisions pertaining to the equivalence of a foreign higher education diploma to a Flemish one, pursuant to article II.256 of the Flemish Higher Education Code;
i) an individual decision concerning the refusal to enrol based on insufficient study credit or a study credit less than or equal to 0, if not the result of a general regulation.

Students must submit an internal appeal within seven calendar days starting:

a) in the case of an examination decision: on the day after the one on which the examination grades were officially made available;
b) in the case of another study progress decision: on the day after the written notification of the decision to the student.

Students must address their request in writing to the Principal as chairperson of the internal appeal commission, and add any supporting evidence they deem necessary. Students must submit their request as an attachment to an e-mail that they send to intern.beroep@ap.be.

The request is only admissible if it fulfils the formal requirements below:

a) it has been filed in writing within the period specified above via intern.beroep@ap.be;
b) it is signed by the student or their counsellor;
c) it contains at least the name and address of the student, the date, disputed study progress decision and an actual description and justification of the objections invoked.

The student will receive a receipt by e-mail.

Students who judge that a decision in relation to a certificate of aptitude violates their rights can start the appeal procedure established by the Antwerp University Association.

The chairperson will convene the internal appeal commission.
Each internal appeal commission consists of the following voting members:

a) Principal, chairperson of the commission;
b) Director of Academic Affairs;
c) two people from the School of Arts involved, appointed from amongst: the Dean of School of Arts, the chairperson of the examination committee, the head of programme or the head of the administrative department;
d) Head of Student administration.

The secretary of the internal appeal commission is a non-voting member.
If the Principal, the Director of Academic Affairs or the Head of Student administration cannot be present due to force majeure, they are substituted by Artesis Plantijn University College Antwerp's general administrator or, if the latter or several of the said members are absent, by a Dean of department or School of Arts who is not involved in the disputed study progress decision.

Appeal procedures lead to:

a) a motivated rejection of the appeal based on its inadmissibility;
b) a motivated decision confirming or reviewing the original decision.

If the appeal is declared admissible and well-founded, the internal appeal commission will take a new decision in the place of the involved person responsible for the concerned course, examination committee, admissions committee or examination disciplinary committee.

The appeal commission's chairperson will notify the concerned student about the decision by registered letter within twenty calendar days counting from the day after the one on which the appeal was filed and will inform the student of the possibility to appeal externally by registered and individually signed letter to the Council for Disputes Concerning Study Progress Decisions within a period of seven calendar days starting on the day after the written notification of the decision of the internal appeal commission.

Art. 23.9 Insurance

Artesis Plantijn University College Antwerp insures students for civil liability and personal accidents in Belgium and abroad within the framework of the programme (programmes) and related teaching activities they are enrolled in. Any applicable additional cover is included in the School of Arts' additions to the Education and Examination Regulations.

Art. 23.10 Privacy protection

§1 Pursuant to the Belgian Privacy Act and the General Data Protection Regulation, personal information gathered upon students' enrolment will be handled as follows:

a) student files are held by Artesis Plantijn University College Antwerp, Lange Nieuwstraat 101, 2000 Antwerp, Belgium;
b) details gathered when students enrol are processed:
   - to perform student administration, including for examinations;
   - to calculate, invoice and receive payment of any amounts owed;
   - to refund any tuition fees;
   - to stay in touch with alumni;
   - to support students;
   - to provide social facilities;

- to provide societal services and research;
- to inform students about employment offers;
- to allocate special statuses.

All students have the right to consult their details and have them corrected for free, if necessary. Students may exercise this right by submitting a written request to the secretariat of the School of Arts.

§2 For additional information, please contact the Data Protection Authority, Drukpersstraat 35, 1000 Brussels, Belgium, www.dataprotectionauthority.be.

24 Additional stipulations

The documents listed below are appended to these Education and Examination Regulations:

- Appendix 1 - Artesis Plantijn University College Antwerp Calendar
- Appendix 2 - Calendar of the Royal Academy of Fine Arts Antwerp